GEORGE BROWN

George Brown College Full-Time Programs 96-97

COLLEGE TELEPHONE DIRECTORY

For departments not listed below, please call (416) 867-2000 or toll free 1-800-265-2002.

Academic upgrading
Academic Skills Development Department (416) 956-7330

Alumni Affairs
(416) 867-2106

Athletics
St. James Campus (416) 867-2176/2177
Casa Loma Campus (416) 944-4714/4612

Career development centre
Career planning services (416) 867-2207

Career services for current and graduating students
For job and career preparation information and job postings
(416) 867-2100 (St. James)
(416) 944-4585 (Casa Loma)

Counselling
(416) 867-2107 (St. James)
(416) 944-4585 (Casa Loma)
(416) 867-2354 (Nightingale)

Enquiry centre
For general information about full-time and part-time programs (416) 867-2464
or toll-free 1-800-263-8995

Financial assistance office
For information on student loans, scholarships and bursaries (416) 867-2476

Historical records, certificates and diplomas
(416) 944-4490

Registration centres
Admissions Centre (416) 944-4805
Casa Loma Campus (416) 944-4315
St. James Campus (416) 867-2460
Kensington Campus (416) 867-2445
Nightingale Campus (call Casa Loma) (416) 944-4315

Services for deaf and hard-of-hearing students
(416) 956-7313 TTY
(416) 956-7370 voice

Services for students with special needs
(416) 867-2622

Student Association office
(416) 867-2455

Student life office
For information on housing, orientation and other student issues
St. James Campus (416) 867-2106/867-2674

Transcripts, grade reports and student records
Casa Loma Campus (416) 944-4315
St. James Campus (416) 867-2460
Kensington Campus (416) 867-2445

Tours
Liaison Office (416) 867-2062

We have a new number.

As of October 10, 1995, the first three digits of every phone number and fax number at George Brown College will change to **415**.

The last four digits will remain the same, ***if*** they begin with a 2, 4 or 5 (for example, 867-2000 becomes 415-2000). There will be no changes to the 1-800 numbers.

After October 10, when you dial our old phone numbers, a recording will inform you of the new number. If in doubt, please call the college switchboard at (416) 415-2000.

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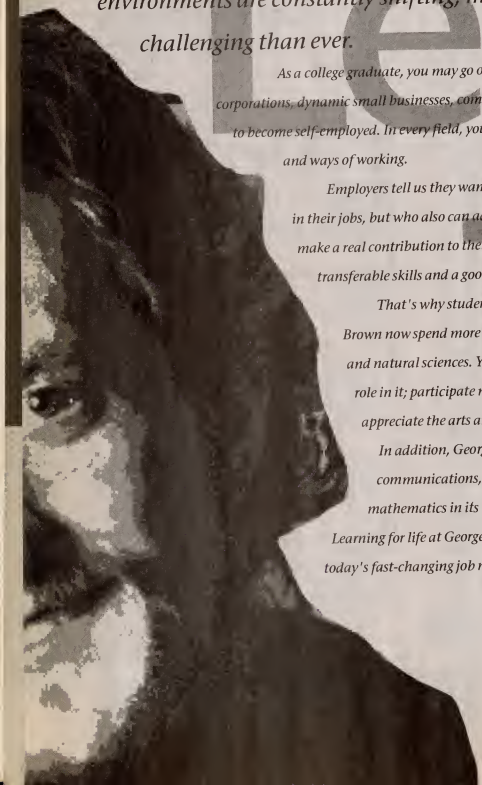
This publication is available in alternate formats, such as braille, cassette tape, large print and disk. For information, call (416) 867-2059 or 1-800-867-2002 ext. 2059, if calling from outside the local Toronto calling area.

At George Brown College, your success is our priority. We are committed to helping you achieve your career and life goals. We all know that the job market has changed dramatically over the last few years. But it's no the only part of our lives that is evolving. Our social, political and famil environments are constantly shifting, making our lives more challenging than ever.



As a college graduate, you may go on to work in a variety of settings such as large corporations, dynamic small businesses, community agencies, government, or you may choose to become self-employed. In every field, you will be faced with rapidly changing technology and ways of working.

Employers tell us they want to hire people who can be immediately producti in their jobs, but who also can adapt to new challenges. They want people who ca make a real contribution to their organization, who have a broad range of transferable skills and a good understanding of the world around them.

That's why students enrolled in post-secondary programs at George Brown now spend more time studying the humanities, social sciences, ar and natural sciences. You'll learn to reflect critically on society and your role in it; participate more effectively in social, political and economic l appreciate the arts and culture; and develop attainable personal goals.

In addition, George Brown emphasizes transferable skills such as communications, computer literacy, analytical skills and mathematics in its two- and three-year post-secondary programs.

Learning for life at George Brown College — an education that makes sense f today's fast-changing job market and economy.

Your experience counts

George Brown recognizes the value of learning that takes place outside the classroom, and gives you the opportunity to apply that learning toward a college certificate or diploma.

Previous job skills, life experience, volunteer work, personal reading and study, and education at institutions outside Canada – these are examples of prior learning that may count towards college credits.

The process is called Prior Learning Assessment (PLA) and can help you reach your educational goals in a shorter period of time. PLA staff will help you identify areas where you may qualify for credit so that you can lighten your course load and avoid repetition of subjects you already know.

The PLA office is your best source of information on getting PLA credits at George Brown College. They can explain courses, programs and assessment procedures to you. They can also tell you about portfolio development courses which help you identify and document your learning. Information sessions on PLA are held regularly.

For more information see page 205, or call the PLA office at (416) 956-7381, or visit the office at the St. James Campus, Room 580C.

International Students

For international students wishing to study in Canada, George Brown College is an excellent choice. We are the only community college in downtown Toronto – the centre for Canadian business, arts and industry. Each of our three campuses is conventiently located in the heart of the city, just steps from Toronto's world-class museums, art galleries, theatres, libraries and sports events.

We offer more than 140 certificate and diploma programs – one of the widest ranges of full-time programs of any college in Canada. If you want to improve your English, we also offer a full range of highly respected English as a Second Language programs – from beginner to advanced.

We attract a diverse, multicultural group of students from Toronto, the rest of Canada and around the world. We believe this enhances the social and learning experience of all our students by creating a rich and unique educational environment.

George Brown College's staff and teachers are committed to helping you adjust to your new environment, to improve your English language skills, if required, and to make sure the time you spend studying at George Brown and living in Toronto is enjoyable and rewarding.

For more information on studying at George Brown College as an international student, contact the International Centre at (416) 415-2115 or turn to page 201 for further written information.

Mission Statement

Working closely with partners from all sectors of our society, George Brown College will provide high-quality education that meets the evolving social and economic development needs of the communities we serve, and enables students to succeed in achieving their individual career and life goals. To achieve our mission we will:

- **RESPONSIVENESS** Respond quickly and with flexibility to changes in the communities we serve, renewing programming and delivery methods to meet emerging needs;
- **QUALITY** Ensure a high degree of satisfaction with the quality of our programs and services among students, graduates, employers and other partners;
- **ACCESS** Promote access to our programs and services;
- **LEARNING CULTURE** Foster a culture of continuous learning within the college for students, staff and community partners;
- **LEADERSHIP** Evolve in areas where the college is, or can become, a recognized leader;
- **DIVERSITY** Promote the positive value of diversity in the college community and in society at large;
- **RESPONSIBILITY** Secure the future stability of the college through responsible strategic investment of resources in innovative practices, programs and services.

The ongoing achievement of these goals will be realized through the continuing commitment and creativity of college staff working with students and community partners.

GEORGE BROWN

How to Apply

STEP 1: Find the page listing the program you want to take.

STEP 2: Look on the top left-hand side of the page for the black square.

STEP 3: Check to see whether the square says OCAS or GBC. Then follow the next steps under **one** of these two columns.

OCAS ONTARIO COLLEGE APPLICATION SERVICE (OCAS)

STEP 4: Get an OCAS application form and Applicant Guidebook. If you are now enrolled in an Ontario secondary school, you can get the form from your school guidance office. OCAS application forms are also available from George Brown by calling (416) 867-2464 or toll-free 1-800-263-8995. Forms are also available at other community colleges, high schools and the OCAS office at (519) 763-4725.

STEP 5: Fill out your form and include a $30 application fee. You may apply for up to five programs at Ontario community colleges, with no more than three program choices at the same college. There is space on one application form to list all of your program choices. All choices are treated equally and simultaneously. If you are applying to a program that starts in the winter, mail your form and fee to the OCAS address listed below.

STEP 6: For programs starting in September, mail your application form and fee after **JANUARY 1** to:

Ontario College Application Service
P.O. Box 810
Guelph, Ontario, Canada
N1H 6M4

All applications that are received by OCAS by **MARCH 1** will be treated on an equal basis. Applications received after March 1 will be treated on a first-come, first-served basis.

STEP 7: Offers of admission will be sent out after **MAY 15**. You may accept only one offer of admission from among the offers sent by the colleges. You must send back your confirmation of acceptance directly to OCAS on the form provided.

GBC GEORGE BROWN COLLEGE

STEP 4: Get an application form from the college. For specific questions about the program, call the phone number listed on the program page in this book. For general information or application forms, write to:

Enquiry Centre
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

Or call (416) 867-2464 or toll-free 1-800-263-8995.

STEP 5: Apply as soon as possible. Send your completed application form and any supporting documents to:

Office of the Registrar
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

STEP 6: Offers of admission are sent out at various times depending on the start date of the program. Call the Admissions Centre at (416) 944-4805 or the phone number listed at the bottom of your program page for more information.

Fees

POST-SECONDARY PROGRAMS:
(DIPLOMA, POST-DIPLOMA AND ONE-YEAR CERTIFICATE PROGRAMS)

Tuition	$1,108 per year (for a standard-length program of 32 to 34 weeks per year). Fees for non-standard programs may be different.
Student Activity Fee	$50 per semester (collected on behalf of the Student Association, Athletics and the Student Centre Building Fund)
Transcript/Locker/ Graduation Fee	$21.50 per semester
Materials and Supplies	Variable. Most programs charge extra materials fees for special equipment and supplies used in the classroom. Depending on your program and the equipment needed in that field of study, materials and your books, supplies and sometimes uniforms could cost from zero to $1,500 per year. Call the phone number listed at the bottom of the program you want to take for specific details on the materials, books and supply fees. This information will also be provided with your registration package.
Application Fee	If students apply to post-secondary programs through the Ontario College Application Service (OCAS), they must send a $30 non-refundable fee with their application. See page 200.
I.D. Fee	$3 per semester
Student Assistance Fee	$7.50 per semester (includes support services for peer tutoring and orientation)
Alumni Fee	$15 (payable in the final year of the program)
Total Fees	$1,297 per year (not including materials and books)

All students must pay in full their fees for the entire academic year by **JULY 4**.

FEE DEFERRALS: Students who have applied for OSAP financial assistance may request a fee deferral. A fee deferral is a legal agreement between the student and the college whereby the student promises to pay the balance of fees as soon as financial assistance is received, or as soon as the request for assistance has been denied. Fee deferrals may be requested by checking the appropriate box on the registration form and submitting it along with the deferral payment of $145 (non-refundable $45 deferral fee + non-refundable $100 portion of tuition). This payment may be made by certified cheque (payable to George Brown College) or by completing the Visa/MasterCard information on the registration form. **Personal cheques are not accepted.**

Please note: Students who request a fee deferral and are subsequently found to have not applied for OSAP will have the $125 late registration fee automatically added to their account.

For further information on fee deferrals, please call the Fees office at (416) 944-4747. For information on financial aid, see page 200. For fee refunds, see page 204.

MOST ENGLISH AS A SECOND LANGUAGE, UPGRADING AND SKILLS PROGRAMS:

Tuition	$31 per week, payable prior to the start of the program or semester installments (not including materials and books)
Campus Service Fee	45¢ per week, payable with the first tuition installment
Transcript/ Graduation Fee	$1.34 per week
Student Activity Fee	$3.12 per week (collected on behalf of the Student Association)

INTERNATIONAL STUDENTS:

International students pay $9,215 per year (not including additional fees for materials, books, student I.D., alumni, etc.) for post-secondary diploma and post-diploma programs of standard length (32 to 34 weeks). Their fees for the entire academic year must be paid in full by **JULY 4**. International students entering certificate programs pay $256.30 per week, payable in 16-week installments (not including materials, books or incidental fees), except ESL which is approximately $250 per week. To apply, see page 201.

SENIORS:

The tuition fee for full-time programs for students age 60 or over is $50 per academic year (not including materials and books). Applicable materials fees must be paid.

FEE CHANGES

The tuition fees quoted here are regulated by the Ontario Ministry of Education and Training. These and other related fees listed above are for the 1995/96 academic year. Fees are subject to change, without notice, with the approval of the Government of Ontario and/or the Board of Governors at George Brown College.

Services for Students

ATHLETICS

When class is out you can keep in shape at our two campus gyms, with activities ranging from aerobics to weight training to tai chi to tennis. Or you can be a part of the many intramural teams, such as badminton, basketball, touch football, volleyball, soccer, tennis and table tennis.

George Brown also boasts an impressive array of varsity teams. As a member of the Ontario Colleges Athletic Association, our men's and women's "Huskies" teams challenge other Ontario college teams in sports such as soccer (indoor and outdoor), basketball, volleyball, cross-country running, badminton, alpine skiing, touch football, baseball and rugby.

For more information call (416) 867-2176 or 944-4714.

STUDENT ASSOCIATION

The Student Association of George Brown College is an independent, student-funded, student-run advocacy and service group.

Its primary focus is to represent student interests both in the college and at all levels of government.

The Student Association provides such services as a student health plan, photo I.D., copy centre, clubs, radio, student newspaper, retail store and the pub.

For information regarding these services or how to get involved, please call your campus Student Association office.

Student Association Offices: Main – 867-2455

St. James	Casa Loma
200 King St. East, Room 113	160 Kendal Ave., Room 210
(416) 867-2455	(416) 944-4730
Fax: (416) 867-2491	Fax: (416) 944-4719
Nightingale	**Hospitality (St. James)**
2 Murray St.	300 Adelaide St. East, Room 254
(416) 867-2463	(416) 867-2244

HOUSING

Although George Brown does not have student residences, Toronto offers a wide variety of accommodations in many interesting neighbourhoods.

In addition to checking the classified sections of Toronto daily newspapers for rental accommodation, you should visit our college housing service at St. James and Casa Loma campuses. Linked by computer to the housing services of the University of Toronto and Ryerson, our housing office lists between 1,000 and 2,000 available accommodations. Houses, apartments, townhouses, boarding situations, sublet and shared accommodation are included. The listing is updated daily. A giant map of the city is also available to plot housing locations.

Thanks to Toronto's excellent public transit system (the TTC), students don't have to limit their housing search to downtown Toronto. Subways, buses and streetcars provide easy access to all corners of the city. GO Transit connects communities surrounding Toronto with the TTC.

For more information about housing call (416) 867-2099 or 867-2101.

STUDENT LIFE

The Student Life Office coordinates programs and activities to enhance the quality of student life, to encourage and expand student involvement with the campus community, to aid students in their transition to college and to integrate students into the life of the college.

The Student Life Office works with the Student Association and other student leaders to ensure that all students have opportunities to become involved in college life. We encourage students and staff to become involved in issues and programs that both educate and entertain, and foster understanding and cooperation among our diverse student body.

The Manager of Student Life also serves as an advocate for students by providing them with advice on college policies and procedures, rights and responsibilities, and general guidance on where and to whom complaints and enquiries are appropriately directed.

For more information, call the Manager of Student Life at (416) 867-2674.

CAREER SERVICES FOR STUDENTS AND GRADUATES

The mission statement of Student Career Services at George Brown is "to assist students in developing their abilities to create and develop a positive and fulfilling working life in an evolving and unpredictable work environment."

Located at all campuses, Student Career Services is a free, optional service available to George Brown students and graduates, advocating a new mind-set of lifelong learning and lifelong career learning as another step in linking education and employment. This service complements other departments and divisions by providing to students:

- a series of workshops and presentations on job search strategies, the importance of research and information gathering, and the knowledge of interview skills, self-assessment and current job trends
- assistance with résumés and covering letters
- individual career advisement on an appointment basis
- an annual College Graduate Placement Report
- employment listings of full-time, part-time, temporary, summer and contract positions, as provided by employers
- free hand-out material on current résumé and job-searching advice; and to employers
- assistance in creating help-wanted advertisements
- annual marketing mail-outs to encourage the hiring of George Brown students and graduates
- information on college programs and graduate availability to assist in company recruitment planning.

For more information call the Career Services office at (416) 867-2100 or 944-4585.

ALUMNI AFFAIRS OFFICE

George Brown College has a new Alumni Association that gives graduates the opportunity to stay in touch through class reunions, special events and an alumni newsletter. Several services are available. Want help updating your résumé? Student Career Services can help focus your job search or polish your resume. Need to use a computer? All graduates have access to the Resource Centres at both campus libraries for a small user fee.

For more information on the Alumni Association, call the Alumni Affairs Manager at (416) 867-2106.

COUNSELLING

The move to college can be a challenging transition for many people – particularly those who have been away from formal education for a few years. With the assistance of our professional counselling staff, that transition can be smooth, rewarding and successful.

Our counsellors are available to help students solve problems and develop winning strategies to reach their personal, educational and career goals. Counselling interviews are free and confidential. In addition to one-on-one appointments, counsellors offer workshops on topics such as:

- study skills
- self-confidence and assertiveness
- exploring career options
- stress management

The phone numbers for our offices are:

Casa Loma Campus	(416) 944-4585
Nightingale Campus	(416) 867-2354
St. James Campus	(416) 867-2107

PEER TUTORING

Our successful Peer Tutoring program is based on the premise that students helping students is rewarding for all. Peer tutoring provides one-to-one assistance to students having difficulty with specific courses by students who have achieved above-average scores in those subjects.

Most tutors are second- or third-year students who complete a training program and are paid by the college. They assist students who are experiencing difficulty in a subject.

The best part is that tutoring is free. If you want to become a tutor, or if you need a tutor, don't wait until the last minute. Sign up in the Counselling Office at your campus any time after September 15th.

CHILD CARE

Many students at George Brown College are also parents. If you are planning to come to college and you need child care, you should begin to make arrangements for child care immediately, even before you have been accepted to your program, since waiting lists for child care spots are often long. George Brown College operates eight child care centres and our students are given priority for spaces. Full-time students are eligible for subsidized child care, but the number of subsidized spaces is limited and the waiting list is usually long. When applying for child care, call the individual child care centres to get your name on the waiting list as soon as possible. If you want a brochure about child care, call the George Brown Enquiry Centre at (416) 867-2464 or 1-800-263-8995. Or for more information, call (416) 867-2359.

STUDENTS WITH SPECIAL NEEDS

The Special Needs Office provides assistance to students with physical, learning and emotional disabilities. Specialized technical equipment is available to help students. The main office is located in Room 557E at St. James Campus, but students at any campus can make appointments and get assistance. Grade 11 or 12 students with learning disabilities are encouraged to participate in a two-day program which introduces them to the realities and expectations of college life. For more information, see page 26 or call (416) 867-2622.

All campuses are easily accessible by public transit and Wheel Trans. Most buildings are equipped with ramps, elevators and special washrooms. Students who want assistance should contact the Special Needs Office as soon as they have been accepted at George Brown. That will ensure that assistance can be provided as soon as possible. Accommodations or assistance may also be provided with the application process. Call us at (416) 867-2622.

Students who are deaf or hard-of-hearing, please see page 203.

LEARNING RESOURCE CENTRES

Each of the college's library resource centres is unique, reflecting the various specializations of the campus. All students, staff and faculty have access to the resources, facilities and services available at each campus. You can find almost anything in your resource centre – books, periodicals, films, videos and VCRs, computers and software, audiocassettes and newspapers. Fax machines are available for your use in the Casa Loma and St. James resource centres. Each centre offers facilities for research and study, viewing films and videos, academic and personal computing and some special needs services. Resource centre staff are available to help you locate the information you need for studying, projects and assignments. Make the most of your college experience by discovering early what your resource centre has to offer you.

Health Centres are staffed by registered nurses and first aid providers who offer emergency care, health counselling and referrals for illness and injury.

Bookstores (at St. James and Casa Loma) are equipped to provide most of the book and supply needs of students in all programs at the college.

BOARD OF GOVERNORS
Chair: Linda Terrill
Vice-Chair: Patricia Hatt

Shaheen Ahmad
Mary Barrie
Wayne Chan
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Jo Lee
Faculty of Access and Preparatory Studies
Lynne Mulder
Faculty of Health Sciences
Jim Ross
Faculty of Business
Michael Cooke
Faculty of Community Services
Ron Waldie
Faculty of Academic Studies and Resources
TBA
Faculty of Creative Work
TBA
Faculty of Science and Technology

DIRECTORS
George Burton
Registrar
Martin Kerman
Campus Operations
Anthony Lennie
Controller
Richard Rosen
Information Systems
Nancy Sherman
International Education
Susan Stylianos
Student Affairs
Barbara Taylor
Training Services

Education and Training at a Distance

The first of its kind in Canada, the Bell Centre for Distance Education, at George Brown College is a state-of-the-ar facility at the leading edge of interactive distance learning. Whether you are from a public- or private-sector organization, the Centre can provide an opportunity for you and your organization to benefit from this proven technology in delivering education and training.

George Brown Courses and Training at a Distance

The Centre is also committed to delivering courses and custom training programs to meet the needs of our worldwide community. Whether it is by offering our existing programs in distance education format, or customized training programs to address specific corporate or organizational needs, the Centre has the technology and resources to meet your objectives. For more information contact the Centre at George Brown College at (416) 867-2000.

College Website Under Construction

FACULTY OF ACADEMIC STUDIES & RESOURCES

Dean:
Ronald C. Waldie

Associate Director Educational Resources:
John Hardy

Chairpersons:
Marsha Skoinik
Language Training

Anne MacKenzie
English and Liberal Studies
(Casa Loma and Nightingale campuses)

Fran Dungey
English and Mathematics
(St. James Campus)

Al Budzin
Liberal Arts and Science
(St. James Campus)

A

ACADEMIC STUDIES & RESOURCES

The Faculty of Academic Studies and Resources combines three major themes in the academic life of this institution: teaching, learning and partnership. It comprises four teaching departments and Educational Resources that include all the Learning Resource Centres and Audio Visual Services in the college.

As one of the largest, oldest and most respected trainers of ESL in Canada, we are very proud of our role in introducing new Canadians and international students to our country and a new language. The department also offers a comprehensive professional program in teaching English as a Second Language and plays a key role in the support and growth of our International post-secondary programs.

All the departments of Mathematics, English, Liberal Arts and Science share a leading role, in partnership with other faculties in the college, in providing Communications, Mathematics, Science and General Education courses in certificate and diploma programs. The faculty also offers a two-year diploma program in General Arts and Science which is designed for students who have yet to define a clear vocational goal.

For students who are interested in the health sciences, especially Diploma Nursing, we offer a Pre-Health program that provides a solid grounding for future studies in Nursing, Allied Health and other diploma programs in the college. (See the Health Sciences section of this calendar for more details.)

At all campuses, students have access to many resources for individual learning and study. These include computer resource centres, current books, periodicals, films, videos and CD ROM and expert help in guiding students to use them properly.

SUMMER LANGUAGES FOR INTERNATIONAL STUDENTS

GBC Codes

English
4 Weeks: LT8370
5 Weeks: LT8390
6 Weeks: LT8420

French
3 Weeks: LT9320

Starting: Call the International Centre for start dates in July and August.

Apply to the International Centre at GBC.

Call the International Centre for more information at (416) 867-2115.

Add some excitement to your summer by learning English or French at George Brown College in Toronto, Canada. This three- to six-week program combines language instruction with a full schedule of activities and field trips. Summer Languages introduces international students to either English or French, and to Canadian culture in Toronto. Students will visit Niagara Falls, SkyDome and the CN Tower, and participate in many other cultural and recreational events. Living accommodation for visiting students can be arranged in residences or in Toronto homes.

NOTE:
Special arrangements can be made for groups. Applicants must be 18 years of age or older.

ENGLISH AS A SECOND LANGUAGE INTERNATIONAL PROGRAM – INTERMEDIATE

GBC Code R713
Casa Loma Campus
12 Weeks

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

Apply to the International Centre at GBC

For more information call the International Centre at (416) 867-2115.

PREREQUISITES:
Proof of previous instruction in English as a foreign language.

ABOUT THE PROGRAM:
This program is designed to allow international students to build on ESL knowledge gained in high school EFL classes abroad. The program comprises instruction in the four skill areas: listening, speaking, reading and writing. A graduate of this program is able to comprehend English spoken at a normal speed, communicate needs clearly in everyday situations, read brief articles and messages well enough to understand the main ideas, and complete forms and write short messages that a native speaker will have little difficulty in understanding. As well as classroom instruction, students are given time in language laboratories and computer rooms. Field trips to cultural and historical sites in the Toronto area are also provided.

ENGLISH AS A SECOND LANGUAGE INTERNATIONAL – ADVANCED

GBC Code R714
Casa Loma Campus
12 Weeks

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

Apply to the International Centre at GBC

PREREQUISITES:
ESL International Program – Intermediate or equivalent.

ABOUT THE PROGRAM:
This program allows international students the opportunity to further their English skills and to develop more sophisticated communication abilities. Included within instructional content is material dealing with Canadian social and economic issues.

COURSES	12 WEEKS
ESL7002	Advanced Listening for International Students
ESL7003	Advanced Speaking for International Students
ESL7004	Advanced Reading for International Students
ESL7005	Advanced Writing for International Students

For more information call the International Centre at (416) 867-2115.

ENGLISH AS A SECOND LANGUAGE INTERNATIONAL PROGRAM – ACADEMIC

GBC Code R715
Casa Loma Campus
12 Weeks

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

Apply to the International Centre at GBC

PREREQUISITES:
ESL International Program – Advanced or equivalent.

ABOUT THE PROGRAM:
This intensive program is designed to prepare advanced ESL international students for success in post-secondary programs. Opportunities are provided for students to audit classes in other programs. Guest speakers also visit to give information and advice concerning choosing post-secondary courses.

COURSES	12 WEEKS
ESL7006	Listening for Academic Purposes
ESL7007	Speaking for Academic Purposes
ESL7008	Reading for Academic Purposes
ESL7009	Writing for Academic Purposes

For more information call the International Centre at (416) 867-2115.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

ENGLISH AS A SECOND LANGUAGE – INTERMEDIATE

GBC Code R716
Casa Loma Campus
12 Weeks
Apply to GBC

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Passing grade on a test for basic English skills.

ABOUT THE PROGRAM:
This program allows students the opportunity to develop their basic English language skills. A graduate of this program is able to communicate needs and comprehend clearly in everyday situations. Oral performance is emphasized. Time is allotted in state-of-the-art language laboratories and computer rooms.

For more information, call the Language Training Department at (416) 944-4825 or 944-4826 between 8 a.m. and 4:30 p.m.

ENGLISH AS A SECOND LANGUAGE – ADVANCED

GBC Code R708
Casa Loma Campus
12 Weeks
Apply to GBC

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
English as a Second Language – Intermediate or equivalent.

ABOUT THE PROGRAM:
This program provides those who already have good language abilities with more sophisticated communication and comprehension skills. Graduates may secure employment that utilizes previous training and experience in a variety of fields such as banking, clerical and business.

NOTE:
Graduates of this program may also take further instruction in order to prepare themselves for success in post-secondary programs.

COURSES	12 WEEKS
ESL7010	Advanced Listening
ESL7011	Advanced Speaking
ESL7012	Advanced Reading
ESL7013	Advanced Writing

For more information, call the Language Training Department at (416) 944-4825 or 944-4826 between 8 a.m. and 4:30 p.m.

ENGLISH AS A SECOND LANGUAGE – ACADEMIC

GBC Code R717
Casa Loma Campus
12 Weeks
Apply to GBC

Starting: Various Dates
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
English as a Second Language – Advanced or equivalent.

ABOUT THE PROGRAM:
This certificate program is designed to prepare graduates for the educational demands of postsecondary programs of instruction.

For more information, call the Language Training Department at (416) 944-4825 or 944-4826 between 8 a.m. and 4:30 p.m.

LITERACY IN ENGLISH AS A SECOND LANGUAGE

GBC Code R707
Casa Loma Campus
24 Weeks
Apply to GBC

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Lack of literacy. Most applicants are referred through Canada Employment Centres to the college for assessment before being assigned to the program.

ABOUT THE PROGRAM:
This full-time program provides students who are functionally illiterate in their native language with a level of literacy and general language skill required to meet minimal survival and maintenance demands. Those with demonstrated ability could enter a regular EASL program at approximately Level 3.

NOTE:
The Canada Employment and Immigration Commission sometimes directly purchases seats in this program, reducing the number of seats open to fee-paying students.

For more information, call the Language Training Department at (416) 944-4825 or 944-4826 between 8 a.m. and 4:30 p.m.

CAMPUS MAPS
see inside back cover

ENGLISH FOR SCIENCE AND HIGH TECHNOLOGY

GBC Code R706
Casa Loma Campus
12 Weeks

Apply to GBC

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Most applicants are referred through Canada Employment Centres. All applicants must pass an entrance test and have Grade 12 or degrees or professional certificates in science and technology from country of origin.

ABOUT THE PROGRAM:
This program provides students who have a reasonably good knowledge of general English with the opportunity to apply their knowledge to understanding written and spoken English in a scientific and technological context. This comprehensive program is the most advanced, and one of the most well established, in Canada.

COURSES	12 WEEKS
COMM7002	Listening Comprehension
ENGL7032	Reading
ENGL7033	Writing
COMM7003	Technical and Professional Communication Speaking

For more information, call Beth Legault at (416)944-4952 between 8:30 a.m. and 4:30 p.m.

GETTING READY – I

GBC Code TBA
Casa Loma Campus
4 Weeks

Apply to GBC

Starting: Various in May and August
Certification: Certificate
Summer classes

DESCRIPTION:
This intensive four-week non-credit course will help you get ready for your first year Language and Communication courses. It will focus on improving your reading, writing, listening, speaking and grammar skills.

STUDENTS:
This course is designed for students who have obtained acceptance to the first semester in a post-secondary institution and would like to hone their language skills before beginning their studies. It will be particularly useful to:

- second-language speakers who would like to refine English skills; and
- visa students who are new to Canada.

For more information, call Kay Oxford at (416) 944-4452 between 8:30 a.m. and 4:30 p.m.

GETTING READY – II

GBC Code TBA
Casa Loma Campus
4 Weeks

Apply to GBC

Starting: Various in May and August
Certification: Certificate
Summer classes

DESCRIPTION:
This intensive four-week non-credit course will help you get ready for your second year Language and Communication courses. It will help you expand your language ability in extended writing and oral presentation.

STUDENTS:
This course is designed for students who have obtained acceptance to the third semester (second year) in a post-secondary institution and would like to develop their language skills in preparation for report writing and presentation assignments. It will be particularly useful to students who:

- have marginal grades in first and second semester Language Communications courses; and
- are looking for review and practice with extended writing and presentations.

For more information, call Kay Oxford at (416) 944-4452 between 8:30 a.m. and 4:30 p.m.

LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA (LINC)

GBC Code R709
Casa Loma Campus
24 Weeks

Apply to GBC

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
All applicants must be referred by the A-LINC (Assessment-Language Instruction for New Canadians) program available at some YMCA offices. Contact the A-LINC hotline at (416) 763-4775 for an appointment. Eligibility requirements are determined by Human Resources and Development Canada (HRDC). This program is not open to fee-paying students. Canadian citizens are not eligible for LINC training.

ABOUT THE PROGRAM:
This program provides English language instruction to help newcomers to Canada to ease their social, cultural and economic integration into Canada. This program is sponsored by Human Resources and Development Canada (HRDC).

For more information, call the Language Training Department at (416) 944-4825 or 944-4826 between 8 a.m. and 4:30 p.m.

LABOUR MARKET LANGUAGE TRAINING I (LMLT)

GBC Code R710
Casa Loma Campus
12 Weeks

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

Apply to GBC

PREREQUISITES:
Most applicants are referred through Canada Employment Centres. Limited seats are available for fee-paying students. Applicants may be required to take an admissions test.

For more information, call the Language Training Department at (416) 944-4825 or 944-4826 between 8 a.m. and 4:30 p.m.

ABOUT THE PROGRAM:
This program is designed to provide adult learners of English as a second language with a level of fluency to allow them to obtain entry-level employment.

LABOUR MARKET LANGUAGE TRAINING II

GBC Code R711
Casa Loma Campus
12 Weeks

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

Apply to GBC

PREREQUISITES:
Most applicants are referred through Canada Employment Centres. Limited seats are available for fee-paying students. Applicants must take an admissions test.

For more information, call the Language Training Department at (416) 944-4825 or 944-4826 between 8 a.m. and 4:30 p.m.

ABOUT THE PROGRAM:
The goal of this program is to provide adult learners of English as a second language with a level of fluency to allow them to obtain entry level employment in the occupational clusters of business, hospitality, health care, and technology and trades.

LABOUR MARKET LANGUAGE TRAINING III

GBC Code R712
Casa Loma Campus
12 Weeks

Starting: Various dates
Certification: Certificate
Summer classes, depending on start date

Apply to GBC

PREREQUISITES:
Most applicants are referred through Canada Employment Centres. Limited seats are available for fee-paying students. Applicants must take an admissions test.

For more information, call the Language Training Department at (416) 944-4825 or 944-4826 between 8 a.m. and 4:30 p.m.

ABOUT THE PROGRAM:
The goal of this program is to provide adult learners of English as a second language with a level of fluency for entry into skills training programs or further studies.

GENERAL ARTS AND SCIENCE: INTENSIVE

GBC Code R101
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status. Grade 12 English and Grade 10 mathematics or equivalent are required.

ABOUT THE PROGRAM:
This two-year program focuses on developing advanced skills in research and writing, oral communication, critical thinking and career planning. Students explore both traditional and interdisciplinary approaches to the arts and humanities, science and technology, social sciences, communications and mathematics. The program combines core courses in both generic skills and general education with a wide range of elective choice from courses offered by the Faculty of Academic Studies and Resources in addition to courses offered by other George Brown faculties.

CAREER PROSPECTS:
Most students entering General Arts and Science hope to use the intensive program as a stepping stone to university or to another post-secondary program, often transferring at the end of the first year. A Certificate of Academic Achievement is awarded to those students who successfully complete all Semester I and II credits.

There is also increasing recognition from prospective employers that excellent communication skills, the ability to learn, adaptability, and a well-rounded general education are as important as, if not more so, than specific skill training. A General Arts and Science Diploma is excellent preparation for careers in business and social services, especially with those organizations conducting their own training programs.

ADVANCED STANDING:
Advanced standing may be granted to those students who maintain a minimum course average of 60 per cent for college transfer and 75 per cent for University transfer.

SEMESTER 1

COMM1007	College English
GNED1003	General Education Foundations
LIFE1001	Career Studies I

ONE OF:

MATH1033	Mathematics Foundations
MATH1034	Mathematics

ONE OF:

ANAT1022	Human Biology
ENVR1001	Environmental Science I

ONE OPEN ELECTIVE

SEMESTER 2

COMM1017	Professional Communications I
SSCI1002	Canadian Studies
HUMN1005	Philosophy: The Search for Meaning

ONE OF:
MATH1034 OR MATH ELECTIVE
ONE SCIENCE ELECTIVE
ONE OPEN ELECTIVE

SEMESTER 3

LIBA1009	Speaking with Confidence
LIBA1011	Canadian Literature
SOC1027	Introductory Sociology
PSY1035	Introductory Psychology

TWO OPEN ELECTIVES

SEMESTER 4

COMM1935	Professional Communications II
LIFE2001	Career Studies II

ONE OF:

COMM2002	Communications Project
HUMN1008	Arts and Humanities Project
SCI2004	Natural Science Project
SSCI2004	Social Science Project

TWO OPEN ELECTIVES

For more information, call the Co-ordinator, Arts and Science, at (416) 867-2306 between 9 a.m. and 5 p.m.

NEED SOME CAREER ADVICE
see pages 8 and 208

FACULTY OF ACCESS & PREPARATORY STUDIES

Dean:
Jo Lee

Chairpersons:
Claudette Baines (Acting)
Community Outreach

Joan McKay
Career Development and Special Needs Office

Barbara Dyce
Academic Skills Development

Norma Jean Taylor
Deaf Education Centre

Deana Bryden
JobsOntario

The Faculty of Access and Preparatory Studies responds to the needs of people looking for flexible full- and part-time programs and services to assist them in developing basic generic skills which prepare them for college programs and better jobs. Learners include people with family responsibilities who cannot attend classes full-time, those who may face cultural, language or age barriers and people with special needs. Staff have expertise in developing cooperative community-based programming as well as programs and services for Aboriginal people, laid-off workers, seniors, unemployed people and disadvantaged young people. The Faculty also reponds to the needs of the Deaf and hard-of-hearing community with unique programs and services.

The Faculty is a provincial leader in providing training for people working in the field of access. It has achieved this status with a diploma program which certifies graduates for the field of career and work counselling and its unique partnership with labour, which provides a range of on- and off-campus courses and services to workers.

The Faculty is committed to promoting life-long learning through the development of basic generic skills at work, in the community and in educational institutions.

As a centre for life-long learning, George Brown College is committed to helping students of all ages learn at their own pace, on campus or in the community. To provide access to the college, especially for non-traditional learners, a wide variety of preparatory and bridging programs are offered, including:

CAREER DEVELOPMENT CENTRE:
The centre offers an in-depth testing and career exploration service including interest, personality, aptitude and skills assessment. See page 205 for details.

CAREER EQUITY FOR COUNSELLORS:
The original project, co-sponsored by the college and the Toronto Board of Education, developed an anti-racist training kit for guidance, career and vocational counsellors, which forms the basis of this course. Call (416) 956-7309 for more information.

COLLEGE START/COLLEGE PREPARATION:
College Start helps students and adults to prepare for specific college programs. See page 25 for details.

FUTURES:
This Ontario Training and Adjustment Board (OTAB) program gives people between the ages of 15 and 24 an opportunity to gain the training and experience they need to become employable. Futures also offers counselling services and life-long learning to help disadvantaged young people develop the skills they need to find and keep a job. Trainees are hired by training employers or find work in a related field as a direct result of their training experience. Call (416) 867- 2220 for more information.

INTRODUCTION TO COLLEGE FOR STUDENTS WITH LEARNING DISABILITIES:
This two-day program for students with learning disabilities (Grade 11 or 12) introduces students to the realities and expectations of college life. Held in late spring, the program includes an introduction to the college, its campuses and its services, introduction to computers, study skills and self-advocacy workshops. For more information call the Special Needs Office at (416) 867-2622.

JOB FINDING CLUB:
Sponsored by the Toronto South Canada Employment management area, this three-week, full-time program is for people on unemployment insurance who require assistance in preparing and conducting a job search. For more information, call (416) 601-5140.

JOBSONTARIO TRAINING
A joint project of the four Metro colleges, this provincially funded program is designed to provide jobs for unemployment insurance exhaustees and social assistance recipients with private sector employers. College staff work with the employers and new employees to develop training plans and to monitor training. For more information, call (416) 601-5121.

ABORIGINAL PROGRAMS UNIT:
This initiative facilitates access to college programs and services for Aboriginal people. Call (416) 956-7350 for more information.

ONTARIO BASIC SKILLS (OBS):
This program gives adults the opportunity to upgrade basic literacy and numeracy skills, learn job search skills and become computer literate in order to prepare for employment or further skills training. OBS also offers counselling services and child care and transportation allowances for qualified students. Sponsored by the Ontario Training and Adjustment Board (OTAB), the program is tuition-free. Call (416) 956-7331 for more information.

PLANNING FOR EMPLOYMENT:
A program designed to assist clients of Metro Community and Social Services in preparing for direct entry to the workplace or for skills training. The program is four weeks long and includes vocational testing and assessment, career counselling and life skills. For more information, call (416) 601-5106.

SCHOOL OF LABOUR:
A joint project of George Brown College and the Labour Council of Metro Toronto and York Region, the School of Labour links the programs and services of the college with unions and workers and establishes joint training programs and services with the trade union movement. The School of Labour co-sponsors educational activities for college staff and students about the labour movement, holds an annual Labour Fair and promotes worker-centred training and education. Call (416) 956-7361 for more information.

LABOUR PROGRAMS:
More than 600 trade unionists enrol annually in a Labour Studies Certificate program, offered in union halls and centres across the city and accredited by the college. Several hundred more participate in English in the Workplace, Adult Basic Education, Skills Training (fee for service) and Labour Adjustment programs delivered by the Metro Labour Education Centre. The Community Outreach Department offers curriculum and program development assistance, conducts program evaluation jointly with the centre and ensures college certification of all graduates.

LABOUR ADJUSTMENT PROJECT
George Brown College, through the Labour Adjustment Project in the School of Labour, helps laid-off workers and labour adjustment committees in closures and downsizings. We offer group and individual vocational counselling, job search and resumé writing workshops, and information and referrals about training and retraining opportunities. For further information, call the School of Labour at (416) 956-7361.

ACADEMIC UPGRADING FOR DEAF AND HARD-OF-HEARING ADULTS:
This course is designed to provide basic literacy and numeracy skills to deaf and hard-of-hearing adults who want to upgrade their English, mathematics and computer literacy. All courses are taught in American Sign Language (ASL). (See page 24.)

LAID OFF WORKER UPGRADING PROGRAM (LOWUP):
Laid-Off Worker Program helps laid-off workers to prepare for skills training programs. (See page 25.)

COMMUNITY-BASED TRAINING:
More than 25 community-based training projects across the city are affiliated with George Brown through its Community Outreach Department. Students with special needs, women, trade unionists, Aboriginal people, the unemployed and people of diverse racial and cultural groups can learn in a variety of settings and receive college credits. For more information, please contact the agencies directly. Community-based training partners include:

- **Alexandra Park Learning Centre:** Basic Literacy, (416) 591-7384
- **Alternative Computer Training for the Disabled (ACT):** Microcomputers, (416) 488-4076
- **Canadian National Institute for the Blind (CNIB):** Automated Office Procedures, (416) 480-7025
- **Dixon Hall:** Skills Training for Employment (STEP), (416) 864-1511
- **Gabriel Dumont Non-Profit Homes:** Life Skills / Upgrading Program, (416) 286-5277
- **East End Literacy:** Basic Literacy, (416) 968-6989
- **Goodwill Industries of Toronto:** PC Support and Software Specialist, (416) 362-4711
- **Immigrant Women's Job Placement Centre:** Computer-Aided Design and Drafting (CADD), (416) 488-0084
- **Jewish Vocational Service of Metropolitan Toronto:** Microcomputers, (416) 787-1151
- **Metro Labour Education Centre:** Basic Literacy and Numeracy, English in the Workplace, Labour Studies, Skills Training (fee for service) and Labour Adjustment Programs, (416) 537-6532
- **Native Canadian Centre:** Aboriginal Employment Counselling and Career Planning, (416) 964-9087
- **Native Skills Centre:** Microcomputers and Office Management and Administration, (416) 581-1392
- **Native Women's Resource Centre:** Upgrading and Life Skills, (416) 963-9963
- **Ontario March of Dimes:** (Toronto and Thunder Bay), Microcomputers, (416) 425-3463; (807) 473-8448
- **Parkdale Project Read:** Basic Literacy, (416) 531-6308
- **St. Christopher House:** Basic Literacy, (416) 539-9000
- **Toronto Alfa Centre:** Basic Literacy, (416) 652-3652

For more information, call (416) 956-7309.

SENIORS' ACCESS INSTITUTE:
The institute sponsors a variety of day-time courses for older adults in the community and on campus, an annual summer Elderhostel for seniors across North America, an active George Brown College Seniors' Association, the Lifelong Literary Council with trained tutors available throughout the community, and senior volunteers who work in college programs and services. Call (416) 956-7310 for more information.

Call (416) 537-6532 for more information.

ACADEMIC UPGRADING FOR DEAF AND HARD-OF-HEARING ADULTS

GBC Code
St. James Campus
16 Weeks

Starting: August, January

Apply to GBC

PREREQUISITES:

- Functional level testing in English and math.
- American Sign Language (ASL) competency.

SELECTION PROCEDURES:
Call the Deaf Education Centre for an appointment for assessment.

ABOUT THE PROGRAM:
George Brown College is a leader in education and educational services for deaf and hard-of-hearing people. This is the only program of its kind in Metro Toronto, with all courses taught in American Sign Language (ASL). The program is for those deaf and hard-of-hearing students who want to upgrade their English, math and computer literacy skills. All of these courses are specially geared to the needs and interests of deaf and hard-of-hearing students.

SEMESTER 1

MATH7022	Mathematics
ENGL7035	English
COMP7014	Computer Literacy

SEMESTER 2

MATH7022	Mathematics
ENGL7035	English
COMP7014	Computer Literacy

For further information, call (416) 956-7313 (TTY) or (416) 956-7370 (voice).

ACADEMIC UPGRADING 1,2,3 AND 4

GBC Code
St. James Campus
3 Semesters

Starting: Continuous intake and semestered classes
Summer classes may be offered

Apply to GBC

PREREQUISITES:
Admissions test.

ABOUT THE PROGRAM:
The Upgrading program is designed for adults who need academic preparation for entrance to skill training programs or to post-secondary programs. Candidates are admitted on a semestered or continuous intake basis. After an assessment, students in upgrading are placed in an appropriate individualized program consisting of one or more of the following courses.

COURSES

Students will choose one to five courses.

MATH7005, 7012, 7013, 7002, 7007	Mathematics
ENGL7005, 7008, 7010, 7002, 7007	English
SCI7006	Science
BIOL7001	Biology
CHEM7001, 7002	Chemistry
PHY7001, 7004	Physics
COMP7014	Computer Literacy

For more information, call the Academic Skills Department at (416)956-7331 between 9 a.m. and 4 p.m.

COLLEGE START/COLLEGE PREPARATION
(BUSINESS, TECHNOLOGY, FASHION, HOSPITALITY AND HEALTH SCIENCES)

GBC Code AS550
St. James Campus
3 Semesters (16 weeks)

Starting: September, January, May
Summer classes may be offered

Apply to GBC

PREREQUISITES:
Upgrading Level 2 or Grade 8 equivalent for College Start Level 3 programs. Upgrading Level 3 or Grade 10 equivalent for College Start Level 4 programs. Admissions test.

ABOUT THE PROGRAM:
College Start helps to prepare students for college programs. It gives them upgrading that is directly related to other college program requirements for a variety of post-secondary or skills programs. College Start programs include preparation for careers in business, technology, fashion, hospitality and health science programs. This program emphasizes career-specific upgrading in English, mathematics and science. In addition, each College Start program also offers modules in computer literacy, study skills and career planning. Successful graduates are guaranteed admission into a college-level program at George Brown College, according to the guidelines of the Registrar's Office.

COURSES

ENGL7007	English
SCI7006	Science
MATH7007	Mathematics
BIOL7001	Biology
ENGL7002	English
CHEM7001, 7002	Chemistry
MATH7002	Mathematics
PHY7001, 7004	Physics
COMP7014	Computer Literacy

For more information, call the Academic Skills Department at (416) 956-7331 between 9 a.m. and 4 p.m.

LAID-OFF WORKER UPGRADING PROGRAM (LOWUP)

GBC Code AS551
St. James Campus
3 Semesters

Starting: Contact department for dates
Summer classes may be offered

Apply to GBC

PREREQUISITES:
Admissions test.

ABOUT THE PROGRAM:
The Laid-Off Worker Upgrading program is designed for adults who want academic upgrading for entrance to skills training programs. Candidates must be laid-off workers and can be referred by the staff of George Brown College's Labour Adjustment Project.

Admission is continuous throughout the year. After an assessment, students are given an appropriate individualized timetable consisting of English, mathematics, employability skills and computer literacy.

COURSES:

Students will choose one to three courses:

MATH7005, 7012, 7013, 7002, 7007	Mathematics
ENGL7008, 7010, 7002, 7007	English
COMP7014	Computer Literacy

For more information, call the Academic Skills Department at (416) 956-7331 between 9 a.m. and 4 p.m.

COLLEGE VOCATIONAL PROGRAM

GBC Code
St. James Campus
32 Weeks

Starting: September
Certification: Certificate
No summer classes

OCAS Apply to GBC

PREREQUISITES:
Ontario Secondary School Diploma with the majority of credits at the basic level, modified general level or mature student status (see page 203). Applicants require a pre-admision interview.

ABOUT THE PROGRAM:
This job-readiness program is designed to meet the unique educational and vocational needs of people who would not normally consider or qualify for entry into a traditional post-secondary program. It is an individualized, supportive program to help bridge the gap for students who have graduated from high school and who are having difficulty finding appropriate and meaningful work. It will offer extensive assessment through the use of several vocational tools. In addition, students participate in career planning, communication and life skills training, and work experience placements in the field of their choice. Students utilize the computer lab for keyboarding skills and the preparation of résumés and covering letters. Students enrolled in this program are eligible for loans and grants.

CAREER PROSPECTS:
Graduates can expect improved career prospects in the field of their choice.

SEMESTER 1

LIFE1002	Life Skills I
COMM1001	Communication Skills I
MATH1001	Mathematics Skills I
HLTH1001	Fitness I
PREP1003	Society and Self
PREP1001	Vocational Skills/Assessment I

SEMESTER 2

LIFE1003	Life Skills II
COMM1002	Communication Skills II
MATH1002	Mathematics Skills II
HLTH1002	Fitness II
PREP1002	Vocational Skills/Work Placements II

For more information, call the program counsellor at (416) 867-2503 between 9 a.m. and 4 p.m.

EMPLOYABILITY SKILLS

GBC Code A729
St. James Campus
Up to 52 Weeks

Starting: Every 2 weeks
Summer classes may be offered

OCAS Apply to GBC

PREREQUISITES:
Grade 9 or equivalent. Admissions Test. Counsellor interview.

COURSES:
Students will choose any combination of the following: English, mathematics, science, computer literacy and applications, employment and student success Skills.

ABOUT THE PROGRAM:
While this program can be used to prepare for college programs, it is unique in three ways. First, it offers an individualized curriculum, tailored to meet the needs and objectives of a wide range of students. The individualized nature of the program allows for much versatility, both in academic prerequisites and start and finish times. Second, the program has a "workplace" focus that satisfies students whose needs range from career management and organizational effectiveness to applied communication and numeracy skills. Third, the program is primarily "outcome-based" rather than "time-based," so a student can actually progress more rapidly through the program.

For more information, call the Academic Skills Department at (416) 956-7311 between 9 a.m. and 4 p.m.

CAREER AND WORK COUNSELLOR

GBC Code A100
St. James Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above the general level) or equivalent or mature student status (see page 203). Grade 12 math and English. Applicants must submit a letter of personal goals and intent, provide references and attend a structured interview.

BACKGROUND:
This program is suitable for people working in career counselling or a related field, people who wish to make a career change and for high school graduates. Courses in sociology, psychology and computers would be helpful.

ABOUT THE PROGRAM:
People who want to work in the field of career counselling – or people who are already working in a related field but lack the appropriate education – will be interested in this program. Students are exposed to both individual and group career counselling theory and practice and they are prepared for a variety of employment settings from corporate career services to community agencies.

Through a combination of theory and supervised placements, students learn how to deliver career counselling services that are professional, informed and current. A career and work counsellor advises and counsels others on the topics of career planning, career change, career revision or school-to-work transition that could be a result of injury, illness, inappropriate career choice or job loss. Other topics covered include job search preparation, stress management, career management, human rights legislation and leisure-time planning. People who work in this field must be informed about current educational and occupational trends, make appropriate referrals and utilize vocational assessment tools.

The career-work focus of this program reflects the rapidly changing field of career counselling and addresses the special, diverse requirements of the community in Metro Toronto and vicinity. The curriculum was specifically designed and written by several renowned career counselling specialists from industry and from George Brown College who shared in all aspects of program development.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates may find work as a career counsellor, career assistant, worker rehabilitation assistant, corporate career planner, job search facilitator, employment counsellor, vocational assessor, career specialist or career information service provider.

SEMESTER 1

CARC1001	Overview: Career and Work Counselling
CARC1003	Work and Life: A Career Perspective
CARC1005	Individual Career Counselling: Skills and Process I
CARC2003	Theory and Practice of Job Search
CARC1009	Career Development Theory I
CARC1011	Practicum Preparation
COMM1007	College English
PSY1030	Introduction to Psychology
Electives: Introduction to Psychology or Foundations	

SEMESTER 2

CARC1013	Assessment in Career Counselling: Statistics and Tests
CARC1017	Individual Career Counselling Skills and Process II
CARC1019	Resources in the Field (Career Information Systems)
CARC1021	Career and Work Counselling with Diverse Populations
PREP1004	Field Integration
ELECT	General Education Elective
CARC1024	Practicum I

SEMESTER 3

CARC2001	Group Career Counselling
CARC1015	Career Development Theory II
CARC2005	Career and Work Equity Issues
CARC2007	Managing Transition and Change
CARC2022	Assessment in Career Counselling: Tests, Interpretation and Placement
PREP2001	Field Integration II
CARC2012	Practicum II
CARC2023	Practicum: Testing

SEMESTER 4

CARC2014	Special Topics
CARC2016	Theory and Practice of Job Search with Special Needs Populations
PREP2002	Field Integration III
CARC2021	Practicum III
PREP2003	Assessment in Career Counselling: Invent. and Interpretation

For more information, call the Career Development Centre at (416) 867-2207 between 9:00 a.m. and 4:00 p.m.

FACULTY OF BUSINESS

Dean:
James Ross

Chairpersons:
Kate Airlie
Pearl Hazen
Yvonne Snider

The Faculty of Business at George Brown College offers an array of career-oriented programs in downtown Toronto – just blocks away from the heart of Canadian business. All Faculty of Business programs have been developed in partnership with active advisory committees and professional associations from Toronto's business community.

As part of our ongoing commitment to keep pace with market trends, we recently installed a new computer lab including more than 80 powerful workstations that are linked to a larger central multi-user computer and to the Internet. Students can choose from a variety of the most current business software programs.

We are also pleased to welcome Canadian advertising guru Jerry Goodis as our Visiting Professor of Marketing and Entrepreneurial Studies. Mr. Goodis will advise on program and course development, and give presentations on entrepreneurialism to students and graduates as they prepare to face the challenges of today's marketplace.

Graduates also have unique opportunities to apply their learning towards a university degree. The Faculty of Business has agreements with York University and Ryerson Polytechnic University, allowing our graduates to move easily into degree programs with advanced standing in various courses. In addition, we have an agreement with Northwood University, Michigan permitting three-year graduates to earn a degree with just one additional year of study. A number of professional associations also recognize college credits for advanced standing towards professional designations or certifications.

BUSINESS – ACCOUNTING

GBC Code B103
St. James Campus
2 Years (4 semesters)

Starting: September, January
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics. Access to a computer is highly recommended.

ABOUT THE PROGRAM:
Today's financial world requires accountants who are analytical, flexible and motivated to succeed. This two-year program will give you the basic skills necessary to get started on your accounting career path. You will study financial and management accounting, systems analysis and design, and auditing.

Since computers are a part of everyday work in the accounting field, you will also learn practical software applications such as Lotus 1-2-3, ACCPAC and some database management.

CAREER PROSPECTS:
Accountants are required in every facet of our society. You may find career opportunities in manufacturing, merchandising, finance, government, public institutions, recreation and service organizations.

As a new graduate, you may also choose to enter a training program to gain a wide range of experience in various sections of a firm's accounting department, such as accounts payable, accounts receivable, payroll or cost accounting.

You may also be hired by an organization to troubleshoot and problem-solve with more intricate business operations. For example, the federal and provincial governments, with their complex regulations and taxing systems, seek college accounting graduates for employment in the areas of financial management and taxation.

ADVANCED STANDING:
Students who successfully complete this program may enter directly into the third year (Semester 5) of the Business Administration – Accounting (B107) program. They may also be exempted from up to four credits in Atkinson College at York University.

Graduates may obtain advanced standing in the C.G.A. (Certified General Accountants) program and with universities.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1035	Introduction to Information Systems
MARK1001	Introduction to Marketing
MATH1008	Business Mathematics
DIST1002	Introduction to Distribution Management
COMM1007	College English

SEMESTER 2

ACCT1012	Introduction to Accounting II - Theory
ACCT1013	Introduction to Accounting II - Lotus Applications
MATH1010	Business Math II
ELECT000	Elective
GNED1003	General Education Foundation
COMM1034	Professional Communications

SEMESTER 3

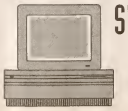
ACCT2001	Financial Accounting I
ACCT2011	Management Accounting I
ACCT2012	Accounting Information Systems I
ELECT000	Elective
COMM1035	Professional Communications II

SEMESTER 4

ACCT2004	Financial Accounting II
ACCT2014	Management Accounting II
ACCT2007	Auditing
ACCT2013	Accounting Information Systems II
ELECT000	Elective

SEMESTERS 5 AND 6 (THIRD YEAR OPTION)
See the Business Administration Accounting (B107) program.

For more information, call (416) 867-2145 or the Faculty of Business at (416) 867-2140 between 8:30 a.m. and 4:30 p.m.



Students have access to computers in college libraries and computer labs.

ACCOUNTING

GBC Code B200
St. James Campus
52 Weeks (continuous)

Starting: Various start dates
Certification: Diploma
Summer classes

OCAS Apply to OCAS

NOTE:
This is a continuous 52-week program. The content of major subjects is identical to Business – Accounting; however, students complete the program in one year. Start dates vary. Please confirm registration dates with the registrar's department at (416) 944-4805.

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics. Access to a computer is highly recommended.

ABOUT THE PROGRAM:
As the basis for financial management, accounting is an essential part of any business – small, medium and large. This 52-week program will provide you with the practical, analytical and communications skills you need to be a productive and valuable member of any organization.

You will learn about financial and management accounting, systems analysis and design, and auditing. You will also study related software applications such as Lotus 1-2-3, ACCPAC and some database management.

CAREER PROSPECTS:
You may find employment with a public accounting firm, in an accounting capacity with a large or small retail or wholesale business, or as a cost analyst with a manufacturer. The federal and provincial governments, with their complex regulations and taxing systems, seek college accounting graduates for employment in the areas of financial management and taxation.

ADVANCED STANDING:
Graduates may be admitted to the third year of Business Administration – Accounting (B107) if specified academic requirements have been satisfied. (See program co-ordinator for details.) Graduates of this program (B200) may be exempted from up to four credits in Atkinson College at York University.

Graduates may obtain advanced standing in the C.G.A. (Certified General Accountants) program and with universities.

SEMESTER 1

MATH1005	Business Mathematics
ACCT1001	Introduction to Accounting I
COMP1035	Introduction to Information Systems
MARK1001	Introduction to Marketing
DIST1002	Introduction to Distribution Management
COMM1007	College English

SEMESTER 2

MATH1010	Business Mathematics
GNED1003	General Education Foundation
ACCT1012	Introduction to Accounting II
ACCT1013	Introduction to Accounting II - Lotus Applications
LAW2003	Commercial Law
COMM1034	Professional Communications

SEMESTER 3

ACCT2001	Financial Accounting I
ACCT2011	Management Accounting I
ACCT2012	Accounting Information Systems I
MATH1037	Quantitative Methods I
COMM1035	Professional Communications II

SEMESTER 4

ACCT2004	Financial Accounting II
ACCT2014	Management Accounting II
ACCT2007	Auditing
ACCT2013	Accounting Information Systems II
SSCI2003	Business Ethics

For more information, call (416) 867-2145 or the Faculty of Business at (416) 867-2140 between 8:30 a.m. and 4:30 p.m.

BUSINESS
INFORMATION SYSTEMS

GBC Code B109
St. James Campus
2 Years (4 semesters)

Starting: September, January
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
This program will teach you to design business software applications in both stand-alone and client-server environments. As you are training, you will work on the latest hardware and software components used in the industry today including OS/2, Novell Netware, C, C++, Oracle, Visual Basic, Power Builders and more. You will be able to hone your skills in our growing, state-of-the-art computer centre with over eighty 486 DX2 computers, some of which are equipped with multi-media hardware.

As the program progresses, you will gain the technical knowledge required to build real-life application systems.

For other computer/information systems programs, see page 36 and 39 of this calendar.

CAREER PROSPECTS:
As a graduate, you may choose to work for small, medium or large businesses. Some of the opportunities you will find include:

End-User Support – Work with users of information, helping them to understand and use computer-based information systems.

Programming – Write computer programs to solve problems related to management of information in business.

Computer Operation – Working from a schedule of jobs to be run, monitor the operation of computer systems and follow written instructions for dealing with exceptional conditions.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from some credits in Atkinson College at York University.

SEMESTER 1

ACCT1001	Introduction to Accounting
ELECT120	Communications
ELECT001	Elective Mathematics
GNED1003	General Education Foundation
COMP1035	Introduction to Information Systems
COMP1044	Microcomputer Applications I
COMP1050	Introduction to Programming

SEMESTER 2

COMM1034	Professional Communications
MATH1012	Mathematics for EDP
ECON 1009	Microeconomics
COMP1034	Programming in C
COMP1032	Microcomputer Applications II
COMP1030	Management Information Systems

SEMESTER 3

COMM1035	Professional Communications II
ELECT110	General Education Elective
STAT2003	Statistics I
COMP2028	Interactive Non-sequential Programming
COMP2017	Database Management Systems
COMP2022	Systems Analysis and Design I

SEMESTER 4

ELECT110	General Education Elective
COMP2041	Database Management Application Development
COMP2043	Systems Analysis and Design II
COMP3020	Operating Systems and LANS
COMP2042	Distributed Application Development

For more information, call (416) 867-2144 or the Faculty of Business at (416) 867-2140 between 8:30 a.m. and 4:30 p.m.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

BUSINESS–
LOGISTICS MANAGEMENT

GBC Code B106
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
As the lifeline of many organizations, logistics management makes a significant contribution to market competitiveness and economic efficiency. It means ensuring that the right products are in the right place at the right time and at the right cost – an area of customer service that has become increasingly important, especially with the emerging growth in international trade.

Logistics Management is a comprehensive two-year program incorporating classroom instruction with guest speakers, off-site visits and a two-week work experience in the final semester.

You will learn how businesses operate locally, nationally and internationally, as you prepare for your career in customer service, inventory control, purchasing, warehousing, materials handling, traffic and transportation, import/export and integrated logistics.

You will develop your "people skills" and gain a solid understanding of management skills, case applications, computer applications and research techniques. As you learn, you will be using the latest in Electronic Data Information (EDI) technology applications.

CAREER PROSPECTS:
The demand for logistics management specialists is high, especially with the increase in foreign trade. You will find career opportunities in a variety of economic sectors such as manufacturing, import/export, transportation, packaging, distribution systems design and government operations service sector. The two-week job experience gives you practical experience and an opportunity to explore particular career paths.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1035	Introduction to Information Systems
MARK1001	Introduction to Marketing
DIST1002	Introduction to Logistics Management
ELECT001	Elective Mathematics
ELECT120	Communications

SEMESTER 2

DIST1005	Warehousing Management
DIST2004	Industrial Purchasing
ELECT000	Elective
GNED1003	General Education Foundation
COMM1034	Professional Communications I
MATH1037	Quantitative Methods I

SEMESTER 3

DIST2001	Logistics Systems Management I
DIST2002	Traffic and Transportation Management I
DIST1007	Inventory Control I
ELECT000	Elective
LAW2002	Logistics Management Law
COMM1035	Professional Communications II

SEMESTER 4

DIST2006	Logistics Systems Management II
DIST2008	Operations Management
DIST2010	Traffic and Transportation Management II
DIST2012	Import/Export Procedures
DIST2013	International Trade
ELECT000	Elective

For more information, call (416) 867-2299 between 8:30 a.m. and 4:30 p.m. or the Faculty of Business at (416) 867-2140.

BUSINESS ADMINISTRATION – ACCOUNTING

GBC Code B107
St. James Campus
3 Years (6 semesters)

OCAS Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics. Access to a computer is highly recommended.

Graduates of Business – Accounting (B103 and B200) may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants having credentials from other colleges should request advanced standing.

ABOUT THE PROGRAM:
This three-year program is ideal for students who wish to secure managerial positions in the field of accounting. After learning the basics, you will study taxation, finance, Canadian business policy, advanced financial and management accounting, and management of human resources, giving you the balanced, specialized training you need to move into a supervisory position. In addition to learning manual systems, will also learn a variety of accounting software applications that you will use every day in your position.

CAREER PROSPECTS:
As a graduate, you may find employment in a supervisory accounting position and apply your training and skills in areas such as financial accounting, auditing, financial analysis and management accounting, working for one of several public accounting firms or government. You may also choose to offer your accounting services to small businesses on a consulting basis.

ADVANCED STANDING:
Accounting graduates may obtain advanced standing in the C.G.A. (Certified General Accountants) program and with universities.

Students who successfully complete this program may be exempted from up to seven credits in Atkinson College at York University.

In addition, students who successfully complete this program may receive full credit for their three-year diploma at Northwood University in Midland, Michigan. Students can complete a four-year Bachelor or Business Administration degree in one academic year.

Further details can be obtained from the program co-ordinator or department chair.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1035	Introduction to Information Systems
MARK1001	Introduction to Marketing
MATH1008	Business Mathematics
DIST1002	Introduction to Distribution Management
COMM1007	College English

SEMESTER 2

ACCT1012	Introduction to Accounting II - Theory
ACCT1013	Introduction to Accounting II - Lotus Applications
MATH1010	Business Mathematics II
GNED1003	General Education Foundation
ELECT000	Elective
COMM1034	Professional Communications

SEMESTER 3

ACCT2001200	Financial Accounting I
ACCT2012	Accounting Information Systems I
ACCT2011	Management Accounting I
ELECT000	Elective
COMM1035	Professional Communications II

SEMESTER 4

ACCT2004203	Financial Accounting II
ACCT2014	Management Accounting II
ACCT2007	Auditing
ACCT2013	Accounting Information Systems II
ELECT000	Elective

SEMESTER 5

SSCI3001	Organizational Behaviour Theory
ACCT3008	Financial Management
BUS3002	Faculty Directed Research I
ACCT3001	Management Accounting
ACCT3003	Internal Auditing
ACCT3005	Advanced Accounting I

SEMESTER 6

22CI3002	Managing Organizational Behaviour
BUS3001	Canadian Business Policy and Strategy
BUS3002	Faculty Directed Research II
ACCT3002	Taxation
ACCT3004	Finance
ACCT3006	Advanced Accounting II

For more information, call the Faculty of Business at (416) 867-2140 between 8:30 a.m. and 4:30 p.m.

BUSINESS – MANAGEMENT STUDIES
FORMERLY BUSINESS (GENERAL)

B

BUSINESS

GBC Code B105
St. James Campus
2 Years (4 semesters)

OCAS Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
This program is for students who prefer to develop skills in a variety of business disciplines. With a focus on the concept of the business generalist, you will build a foundation for a career in business by learning practical, job-related skills in the areas of accounting, computer applications, customer relations, purchasing, inventory control and general management. If you discover a particular interest and aptitude for specialized studies, you may transfer, after the first semester, to Accounting, Information Systems, Marketing or Distribution Management.

CAREER PROSPECTS:
Small businesses who need employees with the flexibility to handle a variety of responsibilities are often looking for generalists like you. Other employers have unique job requirements – they have to provide specialized training but they prefer to hire business graduates who have shown that they have the interest and determination to succeed. With experience, you may soon move into a supervisory or management position.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1

ACC1001	Introduction to Accounting I
COMP1035	Introduction to Information Systems
MARK1001	Introduction to Marketing
ELECT001	Elective Mathematics
DIST1002	Introduction to Logistics Management
ELECT120	Communications

SEMESTER 2

COMM1034	Professional Communications I
MARK1002	The Sales Aspect of Marketing
DIST2004	Industrial Purchasing
ACCT1004	Accounting for Decision Making
GNED1003	General Education Foundation
MATH1037	Quantitative Methods I
ELECT000	Elective

SEMESTER 3

ACCT2015	Management Accounting
MGMT2005	General Management I
MATH1015	Mathematics of Merchandising
DIST1007	Inventory Control
ELECT000	Elective
COMM1035	Professional Communications II

SEMESTER 4

ECON1010	Macroeconomics
MGMT1008	Small Business Management
MGMT2008	General Management II
MARK2008	Public Relations and Publicity
DIST2013	International Trade
ELECT000	Elective

For more information, call (416) 867-2299 or the Faculty of Business at (416) 867-2140 between 8:30 a.m. and 4:30 p.m.

BUSINESS ADMINISTRATION – INFORMATION SYSTEMS

GBC Code B110
St. James Campus
3 Years (6 semesters)

Starting: September, January
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
As you are trained to become a business software applications programmer, you will work on the latest hardware and software components used in the industry today including OS/2, Novell Netware, C, C++, Oracle, Visual Basic, Power Builder and more. You will be able to hone your skills in our growing, state-of-the-art computer centre with over eighty 486 DX2 computers, some of which are equipped with multi-media hardware.

As the program progresses, you will gain the technical knowledge required to build real-life application systems. In the final year, you will work on industrial projects provided by selected companies. You will also enhance your business skills by studying accounting, small business management and various elective courses.

CAREER PROSPECTS:
Every year, more than 100,000 small businesses are launched in Canada – most of them requiring some sort of specialized computer software or networking support. Whether you work for small, medium or large businesses, or decide to start your own consulting business, you will find many opportunities as an Information Systems graduate, including:

Application Development – Develop computer-based systems to generate information for managers in all parts of a company.

End-User Support – Work with users of information, helping them to understand and use computer-based information systems.

Programming – Write computer programs to solve problems related to management of information in business.

Computer Operation – Working from a schedule of jobs to be run, monitor the operation of computer systems and follow written instructions for dealing with exceptional conditions.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from some credits in Atkinson College at York University.

For additional computer/information systems programs, see pages 32 and 39 of this calendar.

SEMESTER 1

ACCT1001	Introduction to Accounting
ELECT	Communications
ELECT001	Elective Mathematics
GNED 1003	General Education Foundation
COMP1035	Introduction to Information Systems
COMP1050	Introduction to Programming
COMP1044	Microcomputer Applications I

SEMESTER 2

COMM1034	Professional Communications
MATH1012	Mathematics for EDP
ECON 1009	Microeconomics
COMP1034	Programming in C
COMP1032	Microcomputer Applications II
COMP1030	Management Information Systems

SEMESTER 3

COMM1035	Professional Communications II
ELECT110	General Education Elective
STAT2003	Statistics I
COMP2028	Interactive Non-sequential Programming
COMP2017	Database Management Systems
COMP2022	Systems Analysis and Design I

SEMESTER 4

ELECT110	General Education Elective
COMP2042	Distributed Application Development
COMP2041	Database Management Application Development
COMP2043	Systems Analysis and Design II
COMP3020	Operating Systems and LANS

SEMESTER 5

ELECT110	General Education Elective
COMP2040	Advanced C Programming
COMP3019	Client-Server Transaction Processing
MGMT1008	Small Business Management
COMP3021	Business Software Design and Implementation
BUS3008	Faculty-Directed Research Project I

SEMESTER 6

ELECT110	General Education Elective
COMP	GUI Application Development
BUS3003	Faculty-Directed Research Project II
COMP2144	Networking and EDI
COMP	Imaging and Multimedia

For more information, call (416) 867-2144 or the Faculty of Business at (416) 867-2140 between 8:30 a.m. and 4:30 p.m.

BUSINESS – MARKETING

B

BUSINESS

GBC Code B104
St. James Campus
2 Years (4 semesters)

Starting: September, January
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
This program prepares you for a career in the dynamic field of marketing. As a marketer, you will be responsible for researching, creating, producing, pricing, selling, distributing and promoting the products and services of your clients. To ensure clients achieve their objectives, you will coordinate the work of market researchers, designers, printers, distributors, writers and other suppliers. In this program, you will learn to understand and manage this entire process.

The program makes extensive use of case studies, business projects, written reports, video-taped presentations, computerized business simulations and various computer programs that businesses use to aid analysis and decision making. You are encouraged to participate in the Marketing Club (a chapter of the International American Marketing Association) and in marketing competitions against other colleges and universities. Since 1974, George Brown College students have won first prize in thirteen industry-sponsored marketing competitions and their AMA chapter has won many international awards.

CAREER PROSPECTS:
Graduates often begin with entry-level positions such as account executive with a marketing research or advertising agency working on marketing projects or preparing client proposals. You may also work on the client side as an assistant marketing coordinator or sales representative for a variety of organizations including manufacturers, wholesalers, retailers and service industries. As you move up to operational levels, your analytical and decision-making skills become increasingly important.

ADVANCED STANDING:
Graduates of this program and university graduates with marketing courses, may be admitted directly into Semester 5 of the three-year program leading to the Diploma in Business Administration – Marketing if they satisfy the academic requirements. As a graduate you may also choose to earn a university degree. Your diploma gives you advanced standing at Ryerson Polytechnic University, York University and Northwood University in Michigan.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1035	Introduction to Information Systems
MARK1001	Introduction to Marketing
ELECT001	Elective Math
DIST1002	Introduction to Logistics Management
ELECT120	Communications

SEMESTER 2

MARK1003	Integrated Marketing Communications
MARK2006	Marketing Channels
MATH1015	Mathematics of Merchandising
GNED1003	General Education Foundation
MARK2010	Quantitative Marketing Analysis
COMM1034	Professional Communications I

SEMESTER 3

MARK2005	Product Planning and Pricing Policies
MARK2007	Marketing Research
ELECT000	Elective
ELECT000	Elective
MATH1037	Quantitative Methods I
COMM1035	Professional Communications II

SEMESTER 4

MARK1011	Marketing Management I – Strategic Planning
MARK2009	Marketing Management II – The Consumer and Competitive Environment
MARK1002	Professional Selling
MARK2020	Fundamentals of International Marketing
MARK1006	Sales Promotion, Direct Marketing and Integrated Communications
ELECT000	Elective

For more information, call (416) 867-2276 or the Faculty of Business at (416) 867-2140 between 8:30 a.m. and 4:30 p.m.

NEED SOME CAREER ADVICE?
see pages 8 and 208

BUSINESS ADMINISTRATION – MARKETING

GBC Code B108
St. James Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent or mature student status (see page 203). Grade 12 English and mathematics.

Graduates of Business – Marketing (B104) and university graduates with marketing courses may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants with credentials from other colleges or universities should request advanced standing.

ABOUT THE PROGRAM:
You will gain a solid understanding of everything involved in marketing and promoting a product or service, including advertising, distribution, pricing, policy, market research and analysis, and sales techniques. You will examine case studies, business projects and video-taped presentations and will work on your own marketing plans to present to the class.

In the third year you will study management theory to prepare for supervisory positions. Also in the third year, you will gain experience by completing a part-time parallel co-op assignment as part of a faculty-directed research course.

CAREER PROSPECTS:
Graduates find opportunities with a wide variety of manufacturers, distributors and service industries. Starting positions include:

Assistant Product Manager – You will assist in developing marketing objectives and strategies for a brand, and deal with issues of promotion, pricing, distribution, packaging, product modifications and customer research.

Retail Management Trainee – You may enter a training program offered by a progressive retailer and, with experience, become capable of operating a store or a department. Opportunities include management, merchandising, promotion, buying and location analysis.

Marketing Research or Direct Marketing Coordinator – You will be qualified for entry-level jobs working on projects in progress or preparing client proposals. With a three-year diploma, you may quickly move up to operational levels where your analytical and decision-making skills are utilized.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to seven credits in Atkinson College at York University. You may also negotiate on an individual basis for advanced standing at Ryerson Polytechnic University.

In addition, you may receive full credit for your three-year diploma at Northwood University in Midland, Michigan, where you can complete a four-year Bachelor of Business Administration degree in one academic year.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1035	Introduction to Information Systems
MARK1001	Introduction to Marketing
ELECT001	Elective Mathematics
DIST1002	Introduction to Logistics Management
ELECT120	Communications

SEMESTER 2

MARK1003	Integrated Marketing Communications
MARK 2006	Marketing Channels
GNED1003	General Education Foundation
MATH1015	Mathematics of Merchandising
MARK2010	Quantitative Marketing Analysis
COMM1034	Professional Communications I

SEMESTER 3

MATH1037	Quantitative Methods I
MARK2005	Product Planning and Pricing Policies
MARK2007	Marketing Research
ELECT000	Elective
ELECT000	Elective
COMM1035	Professional Communications II

SEMESTER 4

MARK1011	Marketing Management I – Strategic Planning
MARK2009	Marketing Management II – The Consumer and Competitive Environment
MARK1002	Professional Selling
MARK2020	International Marketing
MARK1006	Sales Promotion and Publicity
ELECT000	Elective

SEMESTER 5

SSCI3001	Organizational Behaviour Theory
ACCT3007	Financial Management
BUS3002	Faculty Directed Research I
MARK3005	Industrial Marketing Management
LAW3004	Marketing Law

SEMESTER 6

SSCI3004	Managing Organizational Behaviour
BUS3001	Canadian Business Policy and Strategy
BUS30037	Faculty Directed Research II
MARK3007	Marketing Management for Service Industries
MARK3006	Marketing Information Systems

For more information, call (416) 867-2276 from 8:30 a.m. to 4:30 p.m. or the Faculty of Business at (416) 867-2140.

COMPUTER PROGRAMMER

GBC Code B
St. James Campus
48 Weeks (continuous)

Starting: At various times during the year
Certification: Diploma
Summer classes

OCAS Apply to GBC

NOTE:
This is a concentrated program taken over a continuous 48-week period. Start dates vary because the availability of this program is related to government sponsorship. Call the Registrar's Office for start dates at (416) 944-4805.

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent or mature student status (see page 203). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
This program enables students to develop proficiency in a variety of activities associated with the analysis, design, implementation and control of computerized information systems. You will work on the latest hardware and software components used in the industry today including OS/2, Novell Netware, C, C++, Oracle, Visual Basic, Power Builder and more. You will be able to hone your skills in our growing, state-of-the-art computer centre with over eighty 486 DX2 computers, some of which are equipped with multimedia hardware.

CAREER PROSPECTS:
Graduates will be able to code computer programs in a variety of languages working under supervision from written specifications. The broad range of topics in the program will prepare the graduate for future advancement to more senior positions in systems analysis or management.

ADVANCED STANDING:
Students who successfully complete this program can be exempted from up to four credits in Atkinson College at York University. They may also enter Semester 5 of the Business Administration – Information Systems (B109) program.

For additional computer/information systems programs, see pages 32 and 36 in this calendar.

SEMESTER 1

ELECT001	Elective
ACCT1001	Introduction to Accounting
COMP1035	Introduction to Information Systems
COMP1044	Microcomputer Applications I
COMP1030	Management Information Systems
COMP1050	Introduction to Programming
ELECT120	Communications

SEMESTER 2

MATH1012	Mathematics for EDP
COMP2017	Database Management Systems Systems Analysis and Design
COMP1034	Programming in C
COMP1032	Microcomputer Applications II
COMM1034	Professional Communications II

SEMESTER 3

STAT2003	Statistics I
COMP2015	Objective-Oriented Programming
COMP2041	Database Management Application Development
COMP2042	Distributed Application Development
COMP3020	Operating Systems and LANS
COMM1035	Professional Communications II

For more information, call Rod Compeanu at (416) 867-2144 between 8:30 a.m. and 4:30 p.m. or call the Faculty of Business at (416) 867-2140.

N CAMPUS MAPS
W E
S
see inside back cover

COURT REPORTING – MACHINE SHORTHAND

GBC Code B114
St. James Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English. Typing speed of 40 wpm. Applicants complete an English aptitude test and a typing test. No previous knowledge of shorthand is required.

RECOMMENDED BACKGROUND:
A high degree of manual dexterity and communication skills are strongly recommended. Related business experience or successful completion of a recognized legal secretarial arts program would be beneficial.

PROGRAM DESCRIPTION:
This is an intensive program in court (verbatim) reporting – recording exactly what you hear. With a motivated and well-organized disposition, you will perfect your skills using actual court transcripts, ultimately being able to take verbatim testimony at speeds up to 225 words a minute.

Much of your time will be spent developing your machine shorthand skills both in and outside the classroom. You will also study English for court reporting, Latin, and legal and medical terminology. Upon successful completion of the program, you will be eligible to write the Chartered Shorthand Reporters Association examination. The testing procedures used during the course are approved by this association.

This program is unique in Ontario.

CAREER PROSPECTS:
As the program name indicates, many graduates work in the courts using intricate court reporting technology to record every detail of a court proceeding. There are also a number of other equally intriguing career opportunities for highly skilled court reporters. They include captioning for television, transcribing medical and legal documents and note-taking for deaf or hard-of-hearing students and professionals.

You may begin your career by scoping (editing and correcting a reporter's transcripts) or doing rapid data entry (transposing written or electronically recorded material on the computer). As your skills are perfected, you may later choose to freelance.

SEMESTER 1

ENG1005	English for Court Reporting I
SH1002	Machine Shorthand Theory
ENG1007	Vocabulary Enrichment
SOC1017	Political Sociology: Continuing Social Issues

SEMESTER 2

OP1005	Transcribing the Record I
ENG1006	English for Court Reporting II
SHM1003	Shorthand Speed Development I
ELECT110	General Education Elective
COMP1039	Introduction to Microcomputers/Word Processing

SEMESTER 3

ELECT110	General Education Elective
SH1004	Shorthand Speed Development II
COMP1006	Computer-Aided Transcription I
COMM2006	English and the Legal World I
	Transcribing the Record II
OP1006	Medical Terminology

SEMESTER 4

LAW1012	Civil Procedure
	Transcribing the Record III
LAW2001	Court Procedures – District Court
SH2001	Shorthand Speed Development III
COMP2003	Computer-Aided Transcription II
COMM2007	English and the Legal World II

SEMESTER 5

ENG3001	English for Court Reporting
COMP2004	Computer-Aided Transcription III
SH3001	Shorthand Speed Development IV
LANG1002	Latin
	Transcribing the Record IV
LAW3005	Contemporary Legal Issues

SEMESTER 6

SH3002	Shorthand Speed Development V
COMP2005	Computer-Aided Transcription IV
	Transcribing the Record V

For more information, call (416) 867-2138 from 9 a.m. to 4 p.m. or call the Faculty of Business at (416) 867-2140.

HEALTH RECORDS ADMINISTRATION

B

GBC Code B113
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Minimum of one Grade 11 or 12 science, one Grade 12 mathematics and one Grade 12 English.

ABOUT THE PROGRAM:
This two-year diploma program focuses on various aspects of the health record administrator's role. It trains you to organize and manage health information services, and to work with management and medical staff in the health care delivery system.

Bio-medical sciences provide you with the background knowledge of the information you will encounter professionally. Management and information sciences are included to allow you to develop skills for dealing with people in an organizational setting and for interpreting data for a variety of users. Classroom instruction is augmented by clinical experience in all four semesters. Graduates write the national exam of the Canadian College of Health Records Administrators.

CAREER PROSPECTS:
A patient entering a health care delivery system has a record initiated upon admission for treatment. The record contains a multitude of data including personal, diagnostic and treatment details, as well as discharge information. Thousands upon thousands of these records are created each year. Your job as a health record administrator is to manage the system and the people who create, maintain, store, retrieve and interpret the data on these records for a variety of purposes. As a manager you must possess a variety of analytical, decision-making, interpersonal and communication skills.

Today, employment is not restricted to hospitals. You will also find opportunities with insurance companies, workers' compensation boards, computer companies, government, acute care or long-term care facilities, psychiatric hospitals and other related health care agencies.

SEMESTER 1

ANAT1006	Anatomy and Physiology I
PATH1001	Pathophysiology I (Microbiology)
ELECT120	Communications
RECM1005	Health Information Management – Laboratory I
RECM1001	Health Information Management – Theory I
COMP1033	Introduction to Information Systems

SEMESTER 2

ANAT1013	Anatomy and Physiology/Genetics II
PATH1005	Pathophysiology II (Pharmacology)
STAT1001	Statistical Methods and Research
RECM1003	Health Information Management – Theory II
RECM1006	Health Information Management – Laboratory II
MGMT1011	Management Theory I
PROP1004	Clinical Extension (3 weeks – 35 hours/week)

SEMESTER 3

LAW2008	Health Care Law
PSY1045	Organizational Psychology I
RECM2002	Health Record Administration – Theory III
RECM2006	Health Record Administration – Laboratory III
STAT2001	Hospital Statistics I
EPID2001	Epidemiology
COMP1007	Spreadsheet Applications

SEMESTER 4

RECM1007	Health Systems Data Analysis
PSY2010	Organizational Psychology II
RECM2004	Health Record Administration – Theory IV
RECM2008	Health Record Administration – Laboratory IV
STAT2006	Hospital Statistics II
STAT2002	Biostatistics
ELECT110	Elective – General Education
PROP2003	Clinical Extension (3 weeks – 35 hours/week)

For more information, call Heather Donovan at (416) 867-2134 between 9 a.m. and 3 p.m. or the Faculty of Business at (416) 867-2140.

HEALTH RECORDS TECHNICIAN

GBC Code B115
St. James Campus
1 Year (2 semesters)

Starting: September
Certification: Certificate
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Minimum of one Grade 11 or 12 science, Grade 12 mathematics and Grade 12 English.

ABOUT THE PROGRAM:
This one-year certificate program focuses on the various aspects of your role as a health records technician in maintaining records and databases of health information systems. To prepare you for that responsibility, the program concentrates on the technical aspects of maintaining and utilizing health care data and assist in the management of a health information system. In addition, you will become familiar with the medical terminology and information needed to communicate with other professionals.

The program is designed in accordance with the standards and guidelines of the Canadian College of Health Records Administrators (CCHRA) and the Ministry of Education and Training. Graduates write the CCHRA national exam.

CAREER PROSPECTS:
As a health records technician you will work in the medical record department of a hospital, government agency, clinic or other health care facility. Under the direction of the health care administrator, you prepare, analyse and maintain health data and information required by the hospital, health service facility, patient, health professionals, government and the public.

SEMESTER 1

ANAT1006	Anatomy and Physiology I
PATH1001	Pathophysiology I (Microbiology)
RECM1001	Health Information Management – Theory I
RECM1005	Health Information Management – Laboratory I
COMP1033	Introduction to Information Systems
ELECT120	Communications

SEMESTER 2

ANAT1013	Anatomy and Physiology/Genetics II
PATH1005	Pathophysiology II (Pharmacology)
STAT1001	Statistical Methods and Research
MGMT1011	Management Theory I
RECM1003	Health Information Management – Theory II
RECM1006	Health Information Management – Laboratory II
PROP1004	Clinical Extension (3 weeks – 35 hours/week)

For more information, call Heather Donovan at (416) 867-2134 between 9 a.m. and 3 p.m. or the Faculty of Business at (416) 867-2140.

HUMAN RESOURCES MANAGEMENT

B

GBC Code B119
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
To handle the challenges of recruiting, training and maintaining a productive workforce, you will gain a solid foundation for your career in human resources management. You will learn about administration, economics, organizational behaviour, labour, planning, equity, health and safety, recruitment, selection and training.

After completing the Human Resources Management program, you will be exempt from nine of the eleven courses required to write the exams for your Certified Human Resources Management (CHRM) designation.

The Human Resources Professioanl Association of Ontario (HRPAO) is represented on our advisory committee – a group of industry leaders who advise us on the design and delivery of the program.

CAREER PROSPECTS:
As a graduate, you may begin working in any of the following areas: recruitment; compensation and benefits; training and development; human rights; health and safety; human resources information systems and research; and human resources general management in a wide variety of organizations. These entry-level positions in human resources can lead you to a management position or starting your own consulting business.

SEMESTER 1

ACC1001	Introduction to Accounting I
MATH1021	Mathematics of Finance
ECON1003	Introduction to Economics
HRM1001	Human Resources Administration
GNED1003	General Education Foundation
ELECT120	Communications

SEMESTER 2

ACCT1011	Accounting for Decision Making
COMP1033	Introduction to Information Systems
ECON1006	Labour Economics
PSY1045	Organizational Psychology
COMM1034	Professional Communications I
HRM2003	Recruitment and Selection

SEMESTER 3

LIBA1013	Speaking with Confidence
LAW1006	Employment and Human Rights Law
HRM2001	Compensation and Benefits (Pay Equity)
HRM2002	Staff Training and Development
SOC2006	Social History and Organized Labour in Canada
STAT1007	Statistics I

SEMESTER 4

HSAF1001	Workplace Health and Safety
HRM2004	Human Resources Information Systems
HRM2005	Human Resources Planning
HRM2006	Managing Change: a Co-operative Task
HRM2007	Collective Agreements: Negotiation and Administration
HRM2008	Employment Equity

For more information, call (416) 867-2520 between 9 a.m. and 4 p.m.or the Faculty of Business at (416) 867-2140.

INTERNATIONAL TRADE (POST DIPLOMA)

GBC Code B401
St. James Campus
1 Year (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
University degree or college diploma and two years of business, technical or professional experience.

SELECTION PROCEDURES:
Please submit your résumé and a brief description of your reasons for applying to this program along with your application.

Qualified applicants will be invited for an interview. The selection process will be completed by June 30, 1996. All applications after that date will be processed on a first-come, first-served basis.

ABOUT THE PROGRAM:
To work in key world markets such as NAFTA, the European Union, Latin America and South East Asia, you must be proficient and professional in dealing with products, services, time lines, quality control and customer service on an international or multinational level. This unique and highly specialized program will give you the solid foundation you will need to succeed in the international marketplace.

From an international trade perspective, you will study banking and finance, communications, market cultures, business and strategic planning, and more. Work experience is an integral part of this program. Each semester you will complete 150 hours of practical work experience related to your career goals.

CAREER PROSPECTS:
In this rapidly growing field, you may find entry-level positions with customs brokers, freight forwarders, consulting or service organizations, working on international marketing and sales, finance, logistics, project management, purchasing, traffic and transportation, customer service/relations and promotion of industrial products and consumer goods. You may also choose to start your own consulting business.

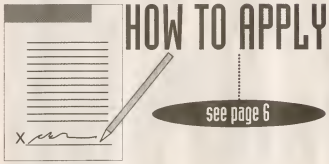
SEMESTER 1

IT4001	Fundamentals of International Marketing
IT4002	International Banking and Finance
DIST4001	International Communications
IT4005	International Market Cultures
IT4007	Faculty Directed Research I/Work Experience
IT4008	International Logistics

SEMESTER 2

IT4009	International Trade Law
IT4010	International Negotiation, Bids and Purchases
IT4011	International Business and Strategic Planning
IT4012	International Customer Relations
IT4013	Faculty Directed Research II/Work Experience
IT4014	Customs Procedures

For more information, call (416) 867-2148 between 8 a.m. and 4:30 p.m. or the Faculty of Business at (416) 867-2140.



INVESTMENT SALES ASSISTANT

B

GBC Code B118
St. James Campus
32 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

ABOUT THE PROGRAM:
As an investment sales assistant you are the right hand of the broker in an investment firm, handling a wide range of tasks in a fast-paced, dynamic setting. George Brown's program is the only one of its kind in Canada, and was developed in response to a need in the investment industry with high-level input from Toronto-based investment houses.

This intensive 32-week program will train you to handle day-to-day transactions in financial markets and to work as an investment sales assistant. You will have the opportunity to apply your skills in a two-week placement with a major investment company. Although, after graduating, you will not be involved with selling investments directly, you will be responsible for supporting the millions of transactions that affect the financial future of corporations, governments and individual clients around the world.

The program is monitored by an advisory committee made up of executives from investment companies. Together, the members guide and advise the college to ensure that the program keeps pace with changes in the investment industry.

This program is unique in Canada.

CAREER PROSPECTS:
You may find a position as sales assistant to financial brokers with a variety of investment companies. In order to become a registered sales assistant, you must successfully complete the Canadian Securities course, offered separately by the Canadian Securities Commission, and write the examination.

SEMESTER 1

COMP1039	Introduction to Microcomputers and Word Processing
ECON1001	Economics I
ACCT1018	Financial Management and Analysis I
LIBA1003	Speaking with Confidence I
BUS1007	Faculty-Directed Canadian Securities Study I
MATH1021	Mathematics of Finance

SEMESTER 2

ACCT1019	Financial Management and Analysis II
LAW1001	Business Law
LIBA1004	Speaking with Confidence II
BUS1009	Faculty-Directed Canadian Securities Study II
ECON1002	Economics II
BUS1006	Industry Overview
BUS1010	Managing Your Job and Yourself

For more information, call (416) 867-2636 between 9 a.m. and 1 p.m. or the Faculty of Business at (416) 867-2140.

DENTAL OFFICE ADMINISTRATION

GBC Code B116
St. James and Casa Loma campuses
1 Year (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and Grade 11 or 12 biology and chemistry. Typing speed of approximately 25/30 wpm.

ABOUT THE PROGRAM:
As a joint program between the faculties of business and health sciences, this program will equip you with a strong combination of the office administrative skills and dental clinical knowledge necessary to effectively manage a dental practice. You will study office procedures, accounting and computer literacy as well as oro-facial anatomy and radiography.

You will also gain practical experience by observing clinical operations; working with students in the Dental Hygiene and Dental Assistant programs as a dental health care team member, and completing a two-week placement in a dental health care facility.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
After graduation, you will be fully prepared to become an integral part of the dental health care team. You may find a position with a solo dental practice, a multiple specialty group practice or a clinic. With experience, you can look forward to a supervisory or office manager position.

SEMESTER 1

DENT1010	Dental Office Procedures I
ACCT1014	Introductory Accounting
ANAT1007	Oro-Facial Anatomy
ENGL1013	Essential English Grammar
DENT1018	Dimensions in Dental Management I
GNED1003	General Education Foundation
COMP1027	Micro and Business Applications

SEMESTER 2

COMM1007	College English
SPOC1027	Self and Society
DENT1016	Dental Office Procedures II
DENT1013	Orientation to Radiography
DENT1020	Dimensions in Dental Management II
ANAT1007	Oro-Facial Anatomy

For more information, call (416) 867-2636 between 9 a.m. and 1 p.m. or the Faculty of Business at (416) 867-2140.

YOUR PROGRAM MAY OFFER A BURSARY OR SCHOLARSHIP.
Contact your Program Coordinator or the Financial Assistance Office to find out.

OFFICE ADMINISTRATION – EXECUTIVE

GBC Code B100
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English. Keyboarding is strongly recommended.

ABOUT THE PROGRAM:
As an office assistant you must have the flexibility and range of skills necessary for today's fast-paced business environment. This program gives you the sound combination of knowledge and skills required to be a responsible team player. You will develop administrative skills as well as strong basic skills including notetaking, accounting, word processing, oral and written communication, and office procedures. The program shares a common first semester with the Legal program.

CAREER PROSPECTS:
Upon graduation you will be a highly skilled generalist with opportunities in industries ranging from banking and government to fashion or advertising. When you gain some experience you may choose to specialize in a particular field or move on to further challenges as an executive assistant or administrative assistant.

SEMESTER 1

MATH1030	Business Mathematics – Office Admin.
ACCT1014	Introductory Accounting
GNED1003	General Education Foundation
ENGL1013	Essential English Grammar
BUS1012	Document Processing

SEMESTER 2

COMP1040	Word Processing
COMP1007	Spreadsheet Applications
BUS1018	Machine Transcription
ELECT120	Communications
ELECT110	Elective – General Education
RECM1008	Records Management

SEMESTER 3

COMP2031	Word Processing/Software Applications
BUS2007	Machine Transcription
OP2003	Office Procedures
SH1005	Shorthand Theory
ELECT110	Elective – General Education
COMM1034	Professional Communications I

SEMESTER 4

SH2002	Shorthand, Dictation and Transcription I
PSY1047	Human Resource Management
COMP2032	Advanced Software Applications
COMM1035	Professional Communications II
ELECT110	General Education Elective
OP2009	Supervisory Techniques

For more information, call (416) 867-2131 or the Faculty of Business at (416) 867-2140 between 8:30 a.m. and 4 p.m.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

OFFICE ADMINISTRATION – LEGAL

GBC Code B101
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English. Keyboarding is strongly recommended.

ABOUT THE PROGRAM:
This program equips you with the knowledge and skills necessary to provide excellent administrative assistance in today's legal office. You will develop strong basic skills in notetaking, transcription, accounting, word processing, oral and written communications, and office procedures.

In addition, you will gain a thorough foundation of legal terminology and office procedures in the litigation, family, corporate, commercial, real estate and estate areas of law. You will further develop and refine all of these skills through the study, preparation and processing of legal correspondence and documentation.

With these traditional secretarial skills, combined with hands-on computer training and relevant applications, you will become a highly qualified graduate capable of working effectively in the demanding legal office environment. This program shares a common first semester with the Executive program.

CAREER PROSPECTS:
In the legal field there is a constant need for qualified legal secretaries. You may accept an entry-level position as a legal assistant or a legal secretary in a law firm or a corporate legal department. In the future, you may choose from a variety of options such as law clerk, paralegal or administrator.

SEMESTER 1

MATH1030	Business Mathematics – Office Administration
ACCT1014	Introductory Accounting
GNED1003	General Education Foundation
ENGL1013	Essential English Grammar
BUS1012	Document Processing

SEMESTER 2

COMP1041	Legal Word Processing
OP2006	Legal Office Procedures I
LAW1004	Law
ELECT110	Elective – General Education
ELECT120	Communications
BUS1018	Machine Transcription

SEMESTER 3

COMP2033	Legal Word Processing/Machine Transcription I
OP2002	Legal Office Procedures II
LAW2013	Business Law
ELECT110	Elective – General Education
SH2003	Notetaking, Dictation and Transcription I
COMM1034	Professional Communications I

SEMESTER 4

OP2005	Legal Office Procedures III
COMP2039	Legal Software Applications
OP2010	Legal Supervisory Techniques
BUS2008	Legal Machine Transcription II
COMM1035	Professional Communications II
ELECT110	Elective – General Education

For more information, call (416) 867-2131 or the Faculty of Business at (416) 867-2140 between 9 a.m. and 4 p.m.

NOT SURE YOU QUALIFY?
see page 202

OFFICE ADMINISTRATION – MEDICAL

GBC Code B102
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English. Keyboarding is strongly recommended.

ABOUT THE PROGRAM:
This two-year medical office program gives you the opportunity to develop the skills, abilities and knowledge needed in today's dynamic medical offices. Practical skills, including word processing, medical terminology, medical transcription and medical office procedures are combined with important human relations and verbal and written communications skills as essential components for a job in this field. The role of modern technology in the office in terms of information processing systems is also stressed.

In the final semester you will have the opportunity to practise your new skills and make important contacts during a two-week placement in a health care facility.

CAREER PROSPECTS:
You will find a wide range of employment opportunities open to you in doctors' offices, clinics, pharmaceutical companies, government agencies and hospitals. Your position may be medical receptionist, physicians' secretary, hospital ward clerk or medical transcriptionist. With experience you may move to a supervisory or senior-level administrative position.

SEMESTER 1

BUS1021	Medical Terminology I
MATH1030	Business Mathematics – Office Admin.
GNED1003	General Education Foundation
ENGL1013	Essential English Grammar
BUS1012	Document Processing

SEMESTER 2

ELECT120	Communications
OP1001	Medical Office Procedures I
BUS1018	Machine Transcription
BUS2009	Medical Terminology II
ELECT110	Elective – General Education
COMP1040	Word Processing

SEMESTER 3

BUS2010	Medical Terminology III
RECM1008	Records Management
COMP1045	Medical Word Processing/ Machine Transcription I
OP2007	Medical Office Procedures II
ELECT110	Elective – General Education
COMM1034	Professional Communications I

SEMESTER 4

PSY1047	Human Resource Management
COMP2036	Medical Word Processing/ Machine Transcription II
OP2008	Medical Office Procedures III
COMM1035	Professional Communications II
LIBA1018	Living With Dying
ACCT1014	Introductory Accounting

For more information, call (416) 867-2636 between 9 a.m. and 1 p.m. or the Faculty of Business at (416) 867-2140.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

PROPERTY MANAGEMENT

GBC Code B111
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
As a manager of real estate property – whether it is office, residential , retail or institutional – you are constantly dealing with legal and real estate issues, keeping tenants happy, initiating promotional plans or overseeing maintenance matters. Real estate owners rely on you to get these jobs done on time and with expertise. This Property Management program will equip you with the essential real estate background, management skills and communication techniques.

The curriculum of this program has been developed by leaders of the property management industry and prepares you for certification in the public and private sectors.

CAREER PROSPECTS:
Initially, you can expect to find a position as assistant property manager for a residential property (apartments, condominiums, town houses, public housing, co-op housing and commercial properties), office buildings, shopping centres or industrial property (warehouses and industrial plazas). With experience, you may move into a managerial position or become self-employed. You may also work towards a professional designation through a professional property management association.

SEMESTER 1

COMP1035	Introduction to Informatian Systems
ACC1021	Accounting for Property Management I
PROP1007	Amenity Management I
LAW1007	Law for Property Managers
PROP1008	Mechanical Systems Management I
GNED1003	General Education Faundatian
COMM1007	College English

SEMESTER 2

(Secand semester includes twa weeks of wark experience in industry.)

PROP1010	Mechanical Systems Management II
MATH1022	Mathematics of Real Estate Finance
INSU1007	Risk Management
PROP1009	Amenity Management II
MGMT1013	Management Practice I (Wark Experience)
ELECT000	Elective
ACCT1022	Accounting for Property Management II
COMM1034	Professional Communicatians

SEMESTER 3

MARK2017	Advertising and Sales Promatian
PROP2010	Candaminium Management
PROP2009	Residential Management
REAL2001	Real Estate Finance
ARCH2002	Social Hausing
PSY1045	Organizatianal Psychalagy I
ELECT000	Elective

SEMESTER 4

(Fourth semester includes twa weeks of wark experience in industry.)

REAL2002	Cammercial Leases
BUS2004	Financial Institutians and Their Functians
MGMT2021	Management Practice II (Wark Experience)
PROP2006	Office Building Management
HRM1001	Human Resources Administration
PROP2007	Shapping Centre Management
MGMT2016	Fundamentals of Management
ELECT000	Elective

For mare informatian, call Winston Marcellin at (416) 867-2299 between 8:30 a.m. and 4:30 p.m. ar call the Faculty af Business at (416) 867-2140.

SMALL BUSINESS PROGRAM

B

BUSINESS

GBC Code B402
St. James Campus
32 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status. Grade 12 English and mathematics.

ABOUT THE PROGRAM:
Across the province the number of new, small-venture start-ups is rising. In fact, ninety per cent of all new jobs are created by small business. But, for a small business to succeed, it takes more than a good idea. This unique program will help you build the solid foundation you need to launch and maintain a business that turns a profit.

You will study market research, legal forms of business ownership, financial statements, site / location analysis, payroll, hiring and training employees, and more.

The goal of the program is to assist you in developing your own comprehensive business plan – ready to present to potential investors.

A flexible delivery format will provide you with many opportunities to develop your entrepreneurial skills.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
You may already own a small- or medium-size business; perhaps you are ready to join the family business and contribute to its development; or you may be at the beginning stages of launching a whole new venture. Whatever your situation, you now have the skills, information and plan to make it all work.

AREAS OF STUDY

- Entrepreneurship
- Business Basics
- Market Research
- Feasibility Assessment
- What Your Business Plan Should Contain
- Preparing Your Business Plan
- Presenting Your Business Plan
- Legal Farms of Business Ownership
- Preparing a Financial Plan
- Understanding Financial Statements
- Haw to Evaluate the Purchase of an Existing Business
- Assessing Franchise Opportunities
- Marketing Your Product ar Service
- Site/Locatian Analysis
- Recard Keeping
- Payroll
- Hiring and Training Employees
- Laws Pertaining to Human Resources Management
- Building Your Small Business Network
- Locating and Obtaining Government Assistance
- Legal, Regulatory and Licensing Issues
- Buying and Procurement
- Store Image, Layaut and Display Techniques
- Incame Taxes
- Excise Taxes
- International Marketing for Small Business
- Basic Camputer Skills for Small Business

For mare informatian, call Winstan Marcellin at (416) 867-2299 ar the Faculty af Business at (416) 867-2140.

George Brown also offers more than 1,000 Part-time and Evening courses. Call 867-2464 or 1-800-263-8995 for a calendar

SPORT AND EVENT MARKETING (POST DIPLOMA)

GBC Code B400
St. James Campus
1 Year (2 semesters)

Starting: September
Certification: Certificate
No summer classes
(Parallel Co-op/Work Placement)

Apply to OCAS

PREREQUISITES:
University degree or college diploma in marketing and a demonstrated interest in the sports industry and/or event management. This should include work experience in sports marketing and may include a minimum of 150 hours of any relevant work in the sports or marketing industry. Applicants must have at least one year's full-time marketing experience and a post-secondary introductory marketing credit with a minimum grade of B to be considered for admission.

SELECTION PROCEDURES:
Please apply early, as the selection process will be completed by June 30, 1996. All applications after that date will be processed on a first-come, first-served basis.

RECOMMENDED BACKGROUND:
Some computer literacy and courses in introductory accounting and finance are recommended. George Brown College offers selected evening and part-time courses in Sports Marketing and Event Marketing. It is strongly recommended that one of these courses be successfully completed prior to enrolling in the program. In addition, courses in Marketing Management are also offered. Call 867-2163 for further information.

ABOUT THE PROGRAM:
If you enjoy marketing, sports, arts and cultural events and would like to work in those fields, this intensive 30-week post-diploma program is for you. The program will prepare you for the dynamic world of organizing and marketing sports and special events. This requires a great deal of market research and analysis, creative strategy and planning, execution and follow-up.

Through the year you will examine the latest research models, planning tools and gain fundamental marketing skills. In addition, you will study business communications, marketing-based computer applications and financial management.

You will acquire over 300 hours of practical experience through a work experience. The program makes extensive use of guest speakers, case studies, role playing, practical projects and simulations requiring analytical decision making.

This program is unique in Canada.

CAREER PROSPECTS:
The possibilities are endless. You may work as an account executive or event and promotions coordinator for an event marketing agency, sporting goods manufacturer, retailer, professional and/or amateur team or association, or commercial sports facility. Later, you may progress into a management position, start your own agency or set up a freelance operation.

SEMESTER 1

COMM4002	Communications for Sports Marketing
SPMK4002	Sport and Event Marketing Management
COMP4001	Microcomputer Applications for Marketing
SPMK4002	Sport Event Planning and Management I
COMM4005	Applied Interpersonal Skills
SPMK4004	Sport and Event Marketing Practicum I

SEMESTER 2

SPMK4005	Media Applications in Sport
SPMK4006	Licensing and Merchandising Sport Products
ACCT4001	Financial Management for Sport and Event Marketing
SPMK4007	Sport Event Planning and Management II
SPMK4001	Applications in Sport and Event Marketing
SPMK4008	Sport and Event Marketing Practicum II

For more information, call (416) 867-2276 between 8:30 a.m. and 4:30 p.m. to obtain a complete information package or the Faculty of Business at (416) 867-2140.

FACULTY OF COMMUNITY SERVICES

Dean:
Michael Cooke

Chairperson:
Georgia Quartaro

COMMUNITY SERVICES

Community service professionals work with people of all ages and backgrounds – from infants in child care centres to senior citizens. This type of work demands specialized training that is vital when working one-on-one or in a team care situation. Community Services programs foster independent thinking – so graduates can analyze a situation and take action. All programs are a careful mix of theory and field work, with students putting their new knowledge and skills to work in supervised community settings. Community Services instructors, who have had years of experience in subjects they teach, do much more than lecture. They work with students to set educational goals, resolve problems and evaluate progress. George Brown's Early Childhood Education program offers students the experience of field work in one of the college's seven nationally acclaimed, community-based child care centres.

ACTIVATION CO-ORDINATOR/GERONTOLOGY

GBC Code C102
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Functional-level English testing may be required. Preference is given to those applicants with a minimum of 60 hours' documented volunteer or work experience with the elderly.

Successful applicants must submit proof of a satisfactory medical examination and proof of completion of a standard first-aid course.

SELECTION PROCEDURES:
After the College has been notified by OCAS that the application has been received all applicants must complete a program specific questionnaire and may be invited to attend an information session.

ABOUT THE PROGRAM:
George Brown has the only post-secondary college program that offers a diploma after training people to become activation co-ordinators. An Activation co-ordinator is a human service professional with specific knowledge in gerontology, whose major goal is to promote and provide meaningful activity based on individual and group needs (physical, social, emotional, intellectual and spiritual).

The objective of the program is to provide training for persons seeking to become employed in activity programming in either institutional or community settings providing services for elderly persons.

The three-day-per-week academic component provides a comprehensive study of the processes of aging. The two-day-per-week experiential component offers students the opportunity to integrate theory with practice in an institutional or community setting under the close supervision of a professional practitioner.

THIS PROGRAM IS ALSO OFFERED PART-TIME.

This program is unique in Ontario.

CAREER PROSPECTS:
The increasing population of older people has created a growing demand for workers with knowledge and skills specific to the needs of later life. Graduates may seek employment in chronic and long-term care facilities, retirement homes, day-care centres for seniors and community-based service agencies.

ADVANCED STANDING:
Students who successfully complete this program may be considered for exemptions in other community services programs at George Brown. They may also qualify for exemptions in the Bachelor of Arts (Gerontology) program at McMaster University.

SEMESTER 1

GERT1002	Ambulation and Exercise
GERT1031	Introduction to Biology of Aging
GERT1012	Assessment Skills
GERT1004	Activity Planning
GERT1010	Special Needs
GERT1025	Field Work Seminar I
GERT1018	Field Practice I
COMM1007	College English

SEMESTER 2

GERT1006	Use of Crafts and Hobbies
GERT1033	Introduction to Gerontology
GERT1009	Group Processes I
PSY1038	Introductory Psychology
GERT1015	Therapeutic Programming
GERT1014	Psycho-Geriatrics I
GERT1027	Field Work Seminar II
GERT1020	Field Practice II

SEMESTER 3

GERT2004	Organizational Management Skills I
GERT2023	Social Policy and Governance
COUN2001	Counselling Skills
HUMN2001	Values, Ethics and Professionalism
GERT2008	Program Development and Evaluation
SWRK2001	Group Processes II
GERT2016	Field Work Seminar III
GERT2009	Field Practice III

SEMESTER 4

GERT2005	Organizational Management Skills II
CWRK2000	Volunteer Management
GERT2006	Community Resources
SOC1019	Introductory Sociology
GERT2018	Field Work Seminar IV
GERT2011	Field Practice IV

For more information, call the Faculty of Community Services at (416) 867-2185 between 8:30 a.m. and 4 p.m.

ASSAULTED WOMEN'S AND CHILDREN'S COUNSELLOR/ADVOCATE

GBC Code C107
Nightingale Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

NOTE:
A revised curriculum for this program will be introduced in 1996/97, subject to Ministry approval.

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Functional-level English testing may be required. Applicants must complete a questionnaire and may be invited to attend an information session. The mature student with personal, volunteer or employment experience in women's services is the preferred applicant for this program.

SELECTION PROCEDURES:
After the College has been notified by OCAS that the application has been received all applicants must complete a program specific questionnaire and may be invited to attend an information session.

ABOUT THE PROGRAM:
This program provides students with a feminist analysis of the political and counselling issues related to violence against women and children. It trains students to be agents for change in their work of community education, political action and law reform. It prepares students to provide counselling and advocacy for women and children who have experienced or are experiencing violence. A major portion of the program is the field work component.

THIS PROGRAM IS ALSO OFFERED PART-TIME.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates will work in a variety of settings, including transition and interval houses, rape crisis centres, women's health centres, community centres and victim/witness programs.

SEMESTER 1

WOMN1022	Group Process I (Support Groups)
WOMN1001	Women, Race and Class
SOC1001	Gender Identity Development
WOMN1023	Introduction to Feminist Counselling
WOMN1007	Introduction to Feminism
WOMN2020	Child Witnesses to Wife Assault
WOMN1027	Violence Against Women Partners: Social and Political Issues
COMM1007	English

SEMESTER 2

WOMN1026	Group Process I
PSY1003	Psychology of Women
WOMN1029	Feminist Counselling: Theory and Practice
WOMN1028	Violence Against Women Partners: Counselling Issues
WOMN1014	Field Work Seminar I
WOMN1016	Field Placement I (2 days)
CULT1001	Cross Cultural Communications
WOMN1009	Introduction to Violence Against Women and Children

SEMESTER 3

WOMN2001	Group Process II (Group Dynamics)
WOMN2005	Sexual Assault: Social/Political Issues
WOMN2006	Incest and Child Sexual Abuse: Social/Political Issues
WOMN2008	Feminist Political Action I
WOMN1020	Women and the Law I
WOMN2017	Field Work Seminar II
WOMN2026	Field Placement II (3 days)

SEMESTER 4

WOMN2012	Group Process III (Group Leadership)
WOMN2010	Feminist Political Action II
WOMN2007	Sexual Assault: Counselling Issues
WOMN2003	Women and the Law II
WOMN2022	Field Work Seminar III
WOMN2026	Field Placement III (3 days)
WOMN2021	Incest and Child Sexual Abuse: Counselling Issues

For more information, call the Faculty of Community Services at (416) 867-2310 between 8:30 a.m. and 4 p.m.

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See Inside Front Cover for Details.

CHILD AND YOUTH WORKER

GBC Code C104
St. James Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Functional-level English testing may be required. Advanced English at the senior level is strongly recommended.

All applicants must have completed a minimum of 60 hours of paid or volunteer work experience with children or adolescents ages 7-18, which could have been gained through recreation, camp counselling, "Y" programs or volunteer community programs. These hours must be completed by the time application is made to the program. Preference will be given to applicants who have experience with children and adolescents beyond high school co-op and peer tutoring. (Babysitting experience will not be considered as applicable.)

Successful applicants must submit proof of a satisfactory medical examination.

SELECTION PROCEDURES:

After the College has been notified by OCAS that the application has been received all applicants will be asked to submit the following to the program: two letters of reference outlining hours of work, responsibilities and skills, and a questionnaire which includes a short essay. All documentation must be completed in full and submitted together. Incomplete submissions will not be considered.

ABOUT THE PROGRAM:

The program develops therapeutic skills and abilities in students, enabling them to work creatively with other professionals concerned with the care and treatment of children and adolescents with problems. The academic subjects taken in the program are correlated closely with continuous supervised field experience. The development of self-awareness and emotional maturity is emphasized along with the ability to relate effectively to other people. Most placement agencies require students to supply a report from the Canadian Police Information Centre (CPIC). Students who are unable to present satisfactory results from CPIC may find it difficult to complete all the placement requirements of the program.

Field placements for this program include some of the most prestigious agencies and institutions in Canada, such as psychiatric hospitals, group homes and special education classrooms. Students are expected to work shifts (not overnight) and may be requested to work one weekend per month, in the second and third years.

Before entering the second year of the program, students are required to produce evidence that they have successfully completed a standard first-aid course.

This program is also available part-time for people who are working with troubled children or adolescents.

CAREER PROSPECTS:

Graduates find employment in treatment centres, group homes, hospitals, schools and community-based treatment programs.

ADVANCED STANDING:

Graduates may qualify for exemptions in other Community Services programs at George Brown College.

SEMESTER 1

COUN1001	Interviewing and Counselling I
PSY1005	Introduction to Psychology
PSY1007	Human Growth and Development
CYCS1001	Therapeutic Activities
CYCS1015	Integrative Seminar I
CYCS1016	Field Practice I
CYCS1004	Introduction to Child and Youth Care
ELECT120	Communications

SEMESTER 2

PSY1007	Human Growth and Development
CYCS1001	Therapeutic Activities
CYCS2002	Child and Youth Work Methods I
CYCS1015	Integrative Seminar I
CYCS1016	Field Practice I
COUN1006	Interviewing and Counselling II
LAW1002	Legislation and Social Issues
COMM1034	Professional Communication I

SEMESTER 3

PSY2004	Human Sexuality
CYCS2011	Assessments and Plans of Care
CYCS2007	Child and Youth Work Methods II
CYCS2009	Integrative Seminar II
CYCS2010	Field Practice II
SWRK1002	Group Dynamics
CYCS2005	Therapeutic Foundations

SEMESTER 4

SWRK1002	Group Dynamics
PSY2002	Family Processes
CYCS2013	Programming for Adolescents
CYCS2007	Child and Youth Work Methods II
CYCS2009	Integrative Seminar II
CYCS2010	Field Practice II

SEMESTER 5

SOC1003	Introductory Sociology
CYCS2015	Supervision and Team-building
PSY3004	Psychopathology
CYCS3005	Integrative Seminar III
CYCS3002	Field Practice III
CYCS2006	Working With Families

SEMESTER 6

HUMN3001	Values, Ethics and Professionalism
PSY3004	Psychopathology
CYCS3004	Integrating Theory and Practice
PSY3002	Exceptional Children
CYCS3005	Integrative Seminar III
CYCS3002	Field Practice III

For more information, call the Faculty of Community Services at (416) 867-2185 between 8:30 a.m. and 4 p.m.

COMMUNITY WORKER

GBC Code C101
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Functional-level English testing may be required. Background courses in sociology, social issues, political science, history and English are assets.

SELECTION PROCEDURES:

After the College has been notified by OCAS that the application has been received all applicants must complete a program specific questionnaire and may be invited to attend an information session.

BACKGROUND:

Related work experience, extensive life experience and previous community involvement are strongly recommended. The ability to develop effective communication skills, a belief in the involvement of people in decision making and a commitment to human rights and social justice are essential.

ABOUT THE PROGRAM:

This is the only undergraduate program in community development in Ontario. The Community Worker program enables people with a commitment to community work to enhance and develop their knowledge and skills. Graduates of this program work with community groups that need help in identifying and taking action on community issues.

The program consists of classroom instruction and field work practice. Emphasis is placed on learning by sharing ideas and experiences. Each student is expected to be mature and self-directing, and to assume the major responsibility for his or her own learning.

This program is unique in Ontario.

CAREER PROSPECTS:

The community worker is a generalist in community development who works primarily in a resource capacity with groups and community organizations. Graduates are employed in co-operatives, advocacy programs, ethno-specific agencies, immigrant and refugee services, and organizations which develop services such as day care and housing programs.

ADVANCED STANDING:

Students who successfully complete this program may qualify for exemptions in social work at Ryerson Polytechnic University, in social science/sociology programs at York University and in the Human Services Counsellor program at George Brown.

See our Career and Work Counsellor Program in the Faculty of Access and Preparatory Studies section.

SEMESTER 1

SOC1005	Sociology I
CWRK1001	Community Work Theory and Practice I
CWRK1005	Human Rights
CWRK1006	Community Work Forum
CWRK1007	Field Work Preparation
CWRK1008	Interpersonal Communications
ELECT120	Communications

SEMESTER 2

CWRK1003	Community Work Theory and Practice II
POLI1001	Political Science I
CWRK1009	Group Dynamics I
CWRK1010	Field Work
CWRK1011	Field Work Seminar I
CWRK1012	Community Work Proposal Development
PSY1009	Human Growth and Behaviour

SEMESTER 3

COUN2003	Counselling
CWRK2002	Field Work II
CWRK2005	Community Work Forum
CWRK2009	Field Work Seminar II
CWRK2012	Community Work Theory and Practice III
POLI1002	Political Science II
ELECT000	Electives

SEMESTER 4

CWRK2016	Group Dynamics II
CWRK2017	Field Work III
CWRK2018	Field Work Seminar III
CWRK2014	Community Work Theory and Practice IV
POLI2000	Political Science III
CWRK2019	Canadian Social Policy
ELECT	Elective
ELECT	Elective

Electives differ according to student interest and community trends. Examples of electives include: Anti-Racism, Community Legal Services, Social Housing, Community Economic Development, Women's Studies, Health Advocacy, Media Literacy.

NOTE: These requirements are subject to change before Fall 1996.

For more information, call the Faculty of Community Services at (416) 867-2185 between 8:30 a.m. and 4 p.m.

EARLY CHILDHOOD ASSISTANT

GBC Code C105
Nightingale Campus
1 Year (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Functional-level English testing may be required. Basic-level credits will be considered on an individual basis.

Before entering Semester 2, students are required to produce evidence that they have completed a Standard First Aid course.

SELECTION PROCEDURES:
After the College has been notified by OCAS that the application has been received all applicants must complete a program specific questionnaire and may be invited to attend an information session.

BACKGROUND:
Previous work/volunteer/co-op experience with young children is desirable but not essential. Courses in family studies (with a child care focus) are recommended. Successful applicants must submit proof of a satisfactory medical examination.

ABOUT THE PROGRAM:
The program trains students to work as assistants with young children age six weeks to 10 years, in child care centres and nursery schools. Emphasis is placed on basic skill development. Within each semester, the weeks are divided into three days of classroom theory and two days of field experience. In addition, there is a three-week field block placement in each semester.

CAREER PROSPECTS:
Graduates may find employment as assistant teachers in child care centres and nursery schools or as family home child care providers.

ADVANCED STANDING:
Graduates may be eligible for entry into the Early Childhood Education program with advanced standing.

SEMESTER 1

PSY1010	Infant and Child Development
ECE1002	Interpersonal Communications
ECE1009	Principles of Early Childhood Education I
ECE1011	Preschool Skills Workshop
ECE1004	Creative Activities
ECE1007	Field Work Seminar
ECE1005	Field Work
COMM1042	Language and Communications

SEMESTER 2

PSY1010	Infant and Child Development
ECE1002	Interpersonal Communications
ECE1009	Principles of Early Childhood Education I
ECE1004	Creative Activities
ECE1003	Health, Safety and Nutrition
ECE1007	Field Work Seminar
ECE1010	Field Work
COMM1042	Language and Communications

For more information, call the Faculty of Community Services at (416) 867-2310 between 8:30 a.m. and 4 p.m.

EARLY CHILDHOOD EDUCATION

GBC Code C100
Nightingale Campus
2 Years (4 semesters)/18 months continuous

Starting: September, January
Certification: Diploma

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Functional-level English testing may be required. Successful applicants must submit proof of a satisfactory medical examination. By the end of Year 2, students are required to produce evidence that they have completed a Standard First Aid course.

SELECTION PROCEDURES:
After the College has been notified by OCAS that the application has been received all applicants must complete a program specific questionnaire and may be invited to attend an information session.

BACKGROUND:
Experience in working with young children is desirable.

ABOUT THE PROGRAM:
This program enables students to gain skills and knowledge through a unique system of alternate blocks of classroom theory and field practice. George Brown's program provides theoretical and practical training with infant, toddler, pre-school and school-age children. The program trains students to work with children aged six weeks to 10 years, in early childhood education settings with both normal children and children with special needs.

Each semester is divided into blocks of seven or eight weeks. One block is for academic studies, the other is for field placement where students have the opportunity to work with children of all ages in a variety of settings.

THIS PROGRAM IS ALSO OFFERED PART-TIME.

CAREER PROSPECTS:
Graduates may find employment in non-profit and private child care centres and nursery schools. Opportunities also exist in pediatric playrooms, special education settings, junior kindergarten and therapeutic nursery programs. Graduates are eligible to apply for advanced standing in degree programs.

SEMESTER 1

PSY1011	Infant and Child Development
ECE1012	Health, Safety and Nutrition
ECE1014	Interpersonal Communications
ECE1031	Principles of Early Childhood Education I
ECE1016	Creative Expression I
PSY1020	Introductory Psychology
ECE1020	Field Work Seminar
ECE1024	Field Practice
ENGL1003	College English
SOC1011	Introductory Sociology
COMM1041	Language, Communication and Report Writing
ELECT200	Elective – Community Services
ECE1022	*Infant/Toddler Skills OR
ECE1029	Pre-School Skills OR
ECE1037	School-age Skills

SEMESTER 2

PSY1011	Infant and Child Development
ECE1012	Health, Safety and Nutrition
SOC1011	Introductory Sociology
ECE1014	Interpersonal Communications
ECE1016	Creative Expression I
ECE1031	Principles of Early Childhood Education I
ECE1021	Field Work Seminar
ECE1026	Field Practice
COMM1041	Language, Communications and Report Writing
PSY1020	Introductory Psychology
ELECT200	Elective – Community Services
ECE1022	*Infant/Toddler Skills OR
ECE1029	Pre-School Skills OR
ECE2037	School-Age Skills

SEMESTER 3

PSY2007	Human Growth and Development
ECE2001	Children with Special Needs
ECE2005	History and Philosophy of Canadian Education
ECE2023	Policy, Management and Legislation
ECE2006	Parent Involvement
ECE2012	Field Work Seminar
ECE2014	Field Practice
ECE2022	Principles of Early Childhood Education II
ECE2010	Creative Expression II
ELECT200	Elective – Community Services
ELECT	General Education Elective
ECE1022	*Infant/Toddler Skills OR
ECE1029	Pre-School Skills OR
ECE2037	School-age Skills

SEMESTER 4

PSY2007	Human Growth and Development
ECE2001	Children with Special Needs
ECE2005	History and Philosophy of Canadian Education
ECE2023	Policy, Management and Legislation
ECE2006	Parent Involvement
ECE2013	Field Work Seminar
ECE2017	Field Practice
ECE2022	Principles of Early Childhood Education II
ECE2010	Creative Expression II
ELECT200	Elective – Community Services
ECE1022	*Infant/Toddler Skills OR
ECE1029	Pre-School Skills OR
ECE2037	School-Age Skills
ELECT:	
TECH	Technology & Education
BIOL	Biological Basis of Behaviour

*Over the four semesters, students must complete Skills I, II and III.

For more information, call the Faculty of Community Services at (416) 867-2310 between 8:30 a.m. and 4:00 p.m.

HEALTH CARE AIDE

GBC Code C501
St. James Campus
16 Weeks

Apply to GBC

Starting: September, January, March/April
Certification: Certificate
Summer placement depending on start date

PREREQUISITES:
Facility in English. Successful applicants must submit proof of a satisfactory medical examination.

SELECTION PROCEDURES:
All persons interested in this program are to contact the Faculty of Community Services Office at (416) 867-2185 to book an appointment to attend an information session.

ABOUT THE PROGRAM:
This program provides the basic training necessary for those who wish to work with clients in long-term care facilities.

Graduates of the program work under the supervision of registered nurses or registered practical nurses. The health care aide is expected to provide personal care for the comfort and safety of residents and be involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each client. The health care aide observes, reports and assists in maintaining records of changes in clients' conditions, and participates in providing for the total care of clients.

The Health Care Aide program was developed and is recognized by the Ministry of Health, the Ministry of Education and Training and the Ministry of Community and Social Services.

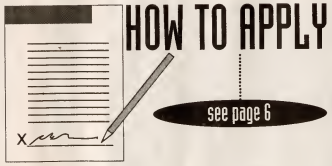
THIS PROGRAM IS ALSO OFFERED PART-TIME.

CAREER PROSPECTS:
Health care aides may find employment in long term care facilities as well as in private homes and some acute care hospitals.

COURSES

CARE5059	Communications
CARE5029	Biological Needs
CARE5030	Social and Emotional Needs
CARE5031	Activation and Ambulation
CARE5032	Personal Care
CARE5033	Field Practice

For more information, call the Faculty of Community Services at (416) 867-2185 between 8:30 a.m. and 4 p.m.



HUMAN SERVICES COUNSELLOR

GBC Code C103
St. James Campus
2 Years (4 semesters)

Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Functional-level English testing may be required. Advanced English at the senior level is strongly recommended. All applicants must have a minimum of 60 hours of documented, relevant volunteer or work experience in the social services. This does not include cooperative education programs taken through secondary school, or self-help programs. Successful applicants must submit proof of a satisfactory medical examination.

SELECTION PROCEDURES:
After the College has been notified by OCAS that the application has been received all applicants must complete a program specific questionnaire and based on the information given may be invited to attend an information session.

BACKGROUND:
The program is primarily aimed at mature students who are open to exploring their own values and world view, who are able to communicate well and who can show empathy. They must have the requisite volunteer social service experience and may have post-secondary education or relevant work experience. Individuals who have a history of substance abuse, psychiatric care or incarceration may be considered after two years of chemical-free and/or community-integrated lifestyle. Many field placement agencies require a police check (CPIC) from placement students. Students who are unable to present satisfactory results from CPIC may find it difficult to complete all the placement requirements of the program.

ABOUT THE PROGRAM:
This program offers three areas of concentration: addictions, mental health and criminal justice. Each student selects a major and minor concentration by the end of the second semester and will therefore, upon graduation, be prepared for employment as a counsellor in two of these areas.

The program combines academic and experiential classroom work with 1000 hours of supervised field work. The program is very intensive and emotionally demanding. By developing a knowledge of values, ethics and professional conduct as they relate to social policy and practice, students will explore the role of the human services counsellor as an agent of change within the social services and society. A knowledge of social inequalities as related to class, gender, race, sexual orientation, different abilities, etc., is essential for effective work in the field.

The field practicum provides at least two opportunities to practise counselling skills in a variety of settings under the supervision of professional practitioners. In Year 1, students are in the classroom three days per week and in the field two days; in Year 2 the pattern is reversed.

THIS PROGRAM IS ALSO OFFERED PART-TIME.

CAREER PROSPECTS:
Among the addictions, mental health and criminal justice settings in which graduates may find employment are: addiction treatment centres, halfway houses, detox centres, community centres and group homes.

SEMESTER 1

SWRK1004	Field Work I
SWRK1006	Field Work Seminar I
COUN1002	Counselling Theory and Practice I
SWRK1008	Group Process I
PSY1014	Human Growth and Behaviour
SOC1006	Sociology I
COUN1005	Counselling Practice Laboratory

SEMESTER 2

SWRK1004	Field Work I
SWRK1006	Field Work Seminar I
COUN1002	Counselling Theory and Practice II
PSY1014	Human Growth and Behaviour
LIFE1005	Life Skills Methodology I
COMM1007	College English
COUN1005	Counselling Practice Laboratory

SEMESTER 3

SWRK2002	Field Work II
SWRK2004	Field Work Seminar II
COUN2004	Counselling Theory and Practice III
CULT1002	Cross-Cultural Comparisons
PHSL2001	Pharmacology and Physiology
LIFE2004	Life Skills Methodology II
ELECT000	Elective
ELECT000	Elective
ELECT000	Elective

SEMESTER 4

SWRK2002	Field Work II
SWRK2004	Field Work Seminar II
COUN2004	Counselling Theory and Practice IV
SWRK2008	Group Process II
ELECT000	Elective
ELECT000	Elective
ELECT000	Elective

In Semesters 3 and 4 all students will:

Choose two of the following three electives, one as a major area of concentration and one as a minor:

SWRK2011	Addiction Concentration
SWRK2013	Mental Health Concentration
SWRK2016	Criminal Justice Concentration

Choose the Special Studies course related to your major area of concentration:

SWRK2019	Special Studies in Addictions
SWRK2022	Special Studies in Mental Health
SWRK2025	Special Studies in Criminal Justice

For more information, call the Faculty of Community Services at (416) 867-2185 between 8:30 a.m. and 4 p.m.

INTERVENOR (FOR DEAF-BLIND PERSONS)

GBC Code C108
Nightingale Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Functional-level English testing may be required. Successful applicants must submit proof of a satisfactory medical examination.

SELECTION PROCEDURES:
After the College has been notified by PCAS that the application has been received all applicants must complete program specific questionnaire and may be invited to attend an information session.

ABOUT THE PROGRAM:
Intervenors act as the eyes and ears for people who are both deaf and blind. Students will learn to help people with this dual disability to communicate and become more independent and, as is required in some situations, to assist them with the activities of daily living. This unique program was developed in partnership with a number of community organizations and associations such as the CNIB, Canadian Deaf-Blind and Rubella Association, Canadian National Society of the Deaf-Blind and the Deaf-Blind Association of Toronto.

The program provides the knowledge and basic skills to work with children and adults who are deaf-blind. Intervenors facilitate access to information and interactions within the environment with people who are deaf-blind. The program combines theory and practical experience allowing participants to learn specialized techniques of intervention and a variety of alternative communication methods.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates will be qualified for a career as an intervenor with boards of education, social service agencies, deaf-blind persons, families of deaf-blind persons, community residential settings, government agencies and specialized school programs and institutions.

SEMESTER 1

INTV1002	Interpersonal Skills
INTV1003	Introduction to Field and Community Resources
INTV1004	Deaf-Blind Communications I
INTV1005	Deaf-Blind Communications II
INTV1006	Orientation and Mobility
SOC1008	Sociology (Relevant to Deaf-Blindness)
COMM1007	English
ANAT1027	Anatomy and Physiology

SEMESTER 2

INTV1008	Field Work Practice
INTV1007	Field Work Seminar
INTV1009	Deaf-Blind Communications I
INTV1010	Deaf-Blind Communications II
PSY1051	Human Growth and Development
INTV1011	Skills of Daily Living/Assistive Devices
COMM1034	English

SEMESTER 3

HUMN2007	Values, Ethics and Professional Issues
INTV2001	Field Work Seminar
INTV2002	Field Work Practice
INTV2003	Deaf-Blind Communications I
INTV2004	Deaf-Blind Communications II
INTV2006	Deaf-Blind Communications III

SEMESTER 4

INTV2007	Independent Project
INTV2008	Field Work Practice
INTV2009	Field Work Seminar
ELECT200	Elective – Community Services*
ELECT200	Elective – Community Services*
PSY1032	Psychology

*Students will select two of the following:

INTV2010	Deaf-Blind Communications I
INTV2011	Deaf-Blind Communications I
INTV2012	Deaf-Blind Communications III

For more information, call the Faculty of Community Services at (416) 867-2310 between 8:30 a.m. and 4 p.m.

NEED SOME CAREER ADVICE
see pages 8 and 208

FACULTY OF CREATIVE WORK

Chairpersons:
Rosalie Starkey
Creative Technologies and Artisanship, Fashion Technologies and Arts

Earl Walker
Graphic Communications, Visual Arts

Leo Suakas
Graphic Communications, Printing Technologies

Heinar Piller
Artistic Director, Performing Arts

Creative Work brings together all of George Brown's creative and artistic programs under one faculty. Our skilled and professional staff from the relevant industries enable students to further their talents so they may flourish in their chosen field. The Faculty of Creative Work offers students a wide choice of career options in Canada and gives specific focus to the following:

Creative Technologies and Artisanship
Furniture Technician Production and Design, Furniture Upholstery, and Furniture Woodworking and Finishing are taught by some of Canada's top tradespeople providing quality graduates who are in high demand.

The arts and crafts are well represented at George Brown College with Jewellery Arts, Gem Setting and Gemmology providing a distinctive imprint on Canada's crafts scene.

We also offer the only Piano Technology program in Canada, where students develop the expertise needed to maintain, repair and rebuild pianos.

Fashion Technologies and Arts
Programs like Creative Fashion, Fashion Management and Apparel Pattern Drafting provide students with the basic and technical skills required to enter this highly rewarding, exciting and ever-changing industry. Many of our graduates become well-respected leaders in the fashion industry. Others become entrepreneurs in developing their own particular trademark on the fashion scene. Our Advanced Apprenticeship Hairstyling program is also one of the best known in Ontario.

Graphic Communications
Our Graphic Communications Department operates on the central premise that graduates should be productive from the first day on the job. At least 70 per cent of every program in both the Printing Technologies and Visual Arts areas is devoted to project work. Students design or print the type of product they will be working on in the industry, with the same time and material constraints.

Performing Arts
The Theatre School has attracted some of the finest talent in Canada, both in terms of students and faculty. This is a rigorous program with limited enrolment to ensure personal attention is given to each student.

FURNITURE TECHNICIAN – PRODUCTION & DESIGN

GBC Code F103
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Qualified applicants will attend an orientation session at the college prior to acceptance into the program.

BACKGROUND:
Experience in drafting, woodworking, finishing or upholstery is an asset.

ABOUT THE PROGRAM:
This program gives students exposure to a broad scope of areas within the furniture trade, including upholstery, woodworking and finishing. One-third of the furniture and upholstery industries in Canada are located in the Metro Toronto area. The furniture industry is in constant demand for skilled men and women to fill career-oriented positions in a wide range of related areas.

The furniture industry is engaged in the production and distribution of furniture for home use and the construction and sale of fixtures, cabinets, racks and industrial equipment for use by manufacturers, retailers, schools, hospitals and transportation groups.

In the first year, the program concentrates on the three main skills in furniture manufacturing: cabinet-making, finishing and upholstering. Subjects covered include construction, design, factory organization and costing. Students work in a variety of materials including fabrics, woods and plastics. They are encouraged to work in the industry in the summer, in preparation for specialization in upholstery or wood during the second year.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
There is an ever-increasing need for skilled tradespeople in all areas of furniture design and production: cabinet maker; upholsterer and re-upholsterer; estimator, production supervisor, production line employee; furniture refinisher; furniture salesperson; furniture merchandise manager; consultant; display equipment specialist; interior decorator advisor; office furniture specialist.

Types of industries: Custom shops, large furniture manufacturers, retail stores, office equipment companies, furniture restoration companies, specialty shops.

OPTIONS:
Woodworking and upholstery.

Semesters 1 and 2 are common to all students in this program. In semesters 3 and 4, students specialize by choosing one of two options.

SEMESTER 1

FURN1006	Cabinet Making and Wood Machining I (Class A)
FURN1007	Woodworking Theory and Materials I (Class A)
FURN1001	Upholstery I (Class B)
FURN1008	Upholstery Theory and Materials I (Class B)
FURN1005	Finishing Theory and Materials I
FURN1012	Finishing I
FURN1003	Technical Drawing I
MATH1040	Math/Small Business Management
BUS1001	Introduction to Canadian Business I

SEMESTER 2

FURN1001	Upholstery I (Class A)
FURN1008	Upholstery Theory and Materials I (Class A)
FURN1006	Cabinet Making and Wood Machining I (Class B)
FURN1007	Woodworking Theory and Materials I (Class B)
FURN1017	Finishing Theory and Materials II
FURN1014	Finishing II
CRFT1001	Evalution of Craft
FURN1016	Technical Drawing II
Option 1 – Woodworking	
Option 2 – Upholstery	

SEMESTER 3

FURN2007	Furniture Design
COMM1007	College English
FURN2001	Technical Drawing III (Computer Assisted)
FURN2003	Wood Finishing and Restoration I
FURN2009	Woodworking Theory and Materials II (with Option 1)
FURN2010	Cabinet Making and Wood Machining II (with Option 1)
FURN2011	Upholstery II (with Option 2)
FURN2005	Upholstery Theory and Materials II (with Option 2)

SEMESTER 4

FURN2008	Furniture Design
STAT1005	Mathematics/Small Business Management
FURN2006	Upholstery Theory and Materials III (with Option 2)
FURN2012	Upholstery III (with Option 2)
FASH1035	Industrial Sewing Machine Maintenance II (with Option 2)
FURN2015	Cabinet Making and Wood Machining III (with Option 1)
FURN2013	Technical Drawing IV (with Option 1)
FURN2014	Woodfinishing and Restoration II

Note: This program is under review and courses are subject to change.

For more information, call the Creative Technologies and Artisanship receptionist at (416) 944-4840 between 8:30 a.m. and 4 p.m.

FURNITURE UPHOLSTERY (REPAIR)

GBC Code F502
Casa Loma Campus
1 Year (2 semesters)

Starting: September
Certification: Certificate
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 203). Good English comprehension.

SELECTION PROCEDURES:
Qualified applicants must attend an orientation session and be tested for or provide evidence of manual dexterity.

ABOUT THE PROGRAM:
This program is oriented towards smaller custom shops, where the focus is on entrepreneurship, flexibility and quality. This program prepares students to repair and recondition furniture as well as to build from scratch using a new frame (i.e., springing, webbing, padding, cutting, sewing, covering, etc.).

The goal of the program is to build confidence and professional capability within the upholstery field. This is accomplished through the practical application of basic upholstery methods and the development of individual expression and creativity.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Positions available include production line employees such as upholsterers, cutters, sewers, springers, seat makers, arm makers, back makers, cushion fillers and estimators.

There is the opportunity to expand one's career to small businesses and individual entrepreneurship.

Custom upholsterers and sample makers are in big demand, though much experience is required for these positions.

Opportunities in related areas include interior decorator, workroom assistant, repair employee, estimator, furniture salesperson, purchasing assistant and repair supervisor.

As the new employee gains experience, advancement to custom work and design is possible.

SEMESTER 1

FURN5015	Upholstery I
MATH5015	Business Mathematics
COMM5040	Language and Communications I
FURN5001	Upholstery Theory I
FURN5016	Wood Finishing and Repair I

SEMESTER 2

FURN5017	Upholstery II
COMM5042	Language and Communications II
MATH5017	Mathematics
FURN5007	Upholstery Theory II
FURN501B	Wood Finishing and Repair II

Note: This program is under review and courses are subject to change.

For more information, call the Creative Technologies and Artisanship receptionist (416) 944-4840 between 8:30 a.m. and 4 p.m.

FURNITURE – WOODWORKING AND FINISHING

GBC Code F501
Casa Loma Campus
1 Year (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 203). Good English comprehension.

SELECTION PROCEDURES:
Qualified applicants must attend an orientation session and be tested for or provide evidence of manual dexterity.

ABOUT THE PROGRAM:
This program focuses on custom cabinet making rather than on mass production work. The furniture industry is engaged in not only the production of furniture for home use, but construction of fixtures, cabinets, racks and industrial equipment for retailers, manufacturers, service agencies and others. Industry tradespeople must be familiar with cabinet making and finishing. The program focuses on these skills as well as on refinishing techniques for both new and old furniture. While manual skills are emphasized, the course content includes many aspects of production management and mathematics to enable the student to deal successfully with a variety of employment situations. Students gain experience in a wide range of hand and power tools. The history of furniture and theory of basic furniture design are also explored.

Under the direction of experienced professionals, students are carefully equipped to work in a variety of furniture companies, from small custom shops to larger manufacturers. Successful candidates will exhibit positive attitudes and self-motivation.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Positions available to graduates include cabinet maker, finisher and refinisher, furniture restorer/touch-up, furniture builder, specialty woodworker, exhibition display builder, warehouse furniture repairer, interior decorator assistant, parts assembler and purchasing assistant.

Types of companies: Small custom shops, large manufacturers, retail stores and individual entrepreneurs.

ADVANCED STANDING:
Students who successfully complete this program may qualify for some exemptions in the second year of the Furniture Technician Production and Design program.

SEMESTER 1

FURN5005	Finishing I
FURN5012	Woodworking Shop I
FURN5011	Woodworking Theory
FURN5002	Finishing Theory I
MATH5046	Mathematics I
FURN5003	Technical Drawing I
FURN5009	Furniture Design
COMM5040	Language and Communications

SEMESTER 2

FURN5013	Woodworking Shop II
FURN5006	Finishing II
FURN5014	Production Management
FURN5010	Finishing Theory II
FURN 5008	Technical Drawing II
FURN5004	History of Furniture
COMM5042	Language and Communications
MATH5047	Mathematics II

Note: This program is under review and courses are subject to change.

For mare information, call the Creative Technologies and Artisanship office at (416) 944-4840 between 8:30 a.m. and 4 p.m.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

GEM SETTING

GBC Code F504
Casa Loma Campus
32 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Applicants who have recommendation from the industry are accepted directly. All others must be interviewed by one of the staff of the Jewellery Arts Department.

BACKGROUND:
Good eyesight or corrected vision is essential.

ABOUT THE PROGRAM:
Gem setting is a highly technical skill requiring extensive knowledge of precious gemstones and materials, as well as techniques for applying them to various jewellery items.

Students learn how to prepare various types of settings to receive the stone, and the actual curving of the metal to secure it. In the process, they use a number of different tools such as the flex shaft, different burs, setting blocks, pliers, hammers, chasing tools, purshers, beading tools and others to create a variety of settings.

They are taught the skills of bezel setting, claw setting, bead setting, setting of jewel clusters and fancy shapes such as baquette and marquise. The work is performed on several metals and alloys of different hardnesses as well as on straight and curved surfaces. The retipping with and without stones in the setting is also practised. Students also study diamond grading and small business management.

The pleasure of working with gems is augmented by substantial material rewards for a good craftsperson in this field.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Most gem setters find employment with jewellery manufacturers, but they can also be self-employed or work for large jewellery repair establishments.

SEMESTER 1

JEWL4008	Gem Setting V
MGMT4006	Small Business Management
JEWL4003	Diamond Grading and Evaluation
JEWL4007	Theory of Specialty
JEWL4004	Gemmology III

SEMESTER 2

JEWL4011	Gem Setting VI
MGMT4007	Small Business Management
JEWL4005	Diamond Grading and Evaluation
JEWL4009	Theory of Specialty
JEWL4006	Gemmology IV

For mare information, call Creative Technologies and Artisanship at (416) 944-4840 between 8:30 a.m. and 4 p.m.

GEMMOLOGY

GBC Code F105
Casa Loma Campus
32 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

ABOUT THE PROGRAM:
Excellent teaching and a solid foundation in the gemmology field have contributed to the success of students in this program. They learn to analyse and classify a large number of gem materials, both natural and artificially created. The study consists of analysing chemical and physical characteristics of gem and gem-like materials and identifying different gems. The gem materials are classified according to their desirable characteristics into categories, which eventually determine the value of the gems. To accomplish the identification and classification, students use a number of specially designed instruments, such as microscopes, spectroscopes, refractometers, polariscopes and others. People who are colour-blind will have great difficulty with this program.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates from this program find employment in jewellery enterprises on wholesale and retail levels. With some additional training and experience in the jewellery industry, some become jewellery appraisers. The program combines the best features of both the British and American certification programs. Graduates may write the Canadian Gemmo-logical Association (F.C.Gm.A.) exams and the British (F.G.A.) exams to obtain internationally recognized professional designations.

SEMESTER 1

JEWL1005	Gemmology I
MATH1014	Mathematics
CHEM1001	Chemistry I
JEWL1006	Gemstone Rendering
MGMT2014	Small Business Management

SEMESTER 2

JEWL1009	Gemmology II
JEWL1007	Metal Testing and Identification
PHY1007	Physics
JEWL1008	Diamond Grading
MGMT2015	Small Business Management

For more information, call Creative Technologies and Artisanship at (416) 944-4840 between 8:30 a.m. and 4 p.m.

JEWELLERY ARTS

GBC Code F101
Casa Loma Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits in grade 11 and 12 at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Applicants are selected on the basis of an art portfolio review with faculty and the completion of a questionnaire.

BACKGROUND:
Good eyesight (corrected vision is accepted), a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense are the necessary qualities for a person to succeed in this field. General high-school art courses are recommended.

ABOUT THE PROGRAM:
The focus of this program is on technical skills and practical jewellery making techniques. Students learn all the various aspects of jewellery making. The emphasis throughout the program is on various jewellery-making techniques in the manufacturing and custom design of jewellery items. Students design their own course projects and develop them into jewellery items by using precious metals and jewels.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Upon completion of the program, graduates find employment in custom studios, jewellery stores or self-employment.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for exemptions from some credits in the Bachelor of Arts program in jewellery arts at the Nova Scotia College of Art and Design.

Semester 1, 2, 3 and 4 are common to all students in this program. In semesters 5 and 6, students specialize by choosing one of three options.

SEMESTER 1

JEWL1013	Jewellery I
JEWL1010	Gemmology I
JEWL1017	Metal Finishing
JEWL1001	Design I
FASH1018	Enamelling I
JEWL1016	Theory of Specialty
LIBA1020	The History of Canadian Craft

SEMESTER 2

JEWL1012	Gemmology II
JEWL1019	Metal Finishing
JEWL1002	Design II
JEWL1018	Theory of Specialty
JEWL1004	Enamelling II
JEWL1030	Goldsmithing II
LIBA1022	Three Dimensional Conceptualization

SEMESTER 3

JEWL2003	Gemmology III
JEWL2001	Design
JEWL2007	Jewellery Repairs
JEWL2014	Goldsmithing III
JEWL2009	Theory of Specialty
ELECT000	Elective

Choose 1 of the following 2 electives:

JEWL2006	Gem Setting
JEWL9015	Jewellery Model Making

SEMESTER 4

JEWL2005	Gemmology IV
JEWL2002	Design IV
JEWL2008	Jewellery Repairs
JEWL2015	Goldsmithing IV
JEWL2010	Theory of Specialty
ELECT000	Elective

Choose 1 of the following 2 electives:

JEWL2011	Gem Setting
JEWL9015	Jewellery Model Making

Option 1 – Gem Setting
Option 2 – Goldsmithing
Option 3 – Jewellery Repair

SEMESTER 5

JEWL3003	Diamond Grading and Evaluation
MGMT2014	Small Business Management
JEWL3009	Goldsmithing
JEWL3014	Goldsmithing Theory V
JEWL3001	Jewellery Design
JEWL3007	Jewelery Repairs
JEWL3012	Gem Setting Theory V (Option 1)
JEWL3016	Jewellery Repair Theory V (Option 3)

SEMESTER 6

JEWL3005	Diamond Grading and Evaluation
MGMT2015	Small Business Management
JEWL3020	Goldsmithing VI
JEWL3015	Goldsmithing Theory VI
JEWL3008	Jewellery Repair
JEWL3002	Jewellery Design
JEWL3019	Gem Setting VI (Option 1)
JEWL3013	Gem Setting Theory VI (Option 1)
JEWL3021	Jewellery Repair (Option 3)
JEWL3018	Jewellery Repair Theory VI (Option 3)

For more information, call (416) 944-4462/4463 between 8 a.m. and 3 p.m.

JEWELLERY REPAIRS

GBC Code FT4020
Casa Loma Campus
32 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Applicants who have recommendation from the industry are accepted directly. All others must be interviewed by one of the staff of Jewellery Arts Department.

BACKGROUND:
Good eyesight (corrected vision is acceptable) and good mechanical abilities are essential.

ABOUT THE PROGRAM:
This program emphasizes skills. The jewellery repair craftsperson must be skilled in working with precious and semi-precious metals to shape missing pieces by hand, and to solder, grind, polish and finish the surface of the ornament to the same high standards as were demanded for the original production.

The program is organized so that students progress from simple to more complex repairs as their skills improve with practice. Among the repairs performed are ring sizing, re-tipping, replacement of claws, replacement of settings, chain soldering, replacement of various fittings and findings and many other repairs that are performed daily in the industry. Students also study gemmology, small business management and jewellery design to be able to restore the missing pieces to preserve the appearance of the original design, and to avoid costly mistakes. Note: This program does not include watch repair.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Jewellery repair specialists are in demand in many retail jewellery operations, large jewellery repair departments and in some wholesale establishments. Many establish their own businesses.

SEMESTER 1

JEWL4010	Jewellery Repair Practical
MGMT4006	Small Business Management
JEWL4007	Theory of Specialty
JEWL4001	Design I
JEWL4004	Gemmalogy III

SEMESTER 2

JEWL4012	Jewellery Repair Practical
MGMT4007	Small Business Management
JEWL4009	Theory of Specialty
JEWL4002	Design II
JEWL4006	Gemmalogy IV

For more information, call Creative Technologies and Artisanship at (416) 944-4840 between 8:30 a.m. and 4 p.m.

PIANO TECHNOLOGY

GBC Code F108
Casa Loma Campus
2 Years (4 semesters)

Starting: September 1996 (then alternate years)
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). A basic knowledge of music theory.

SELECTION PROCEDURES:
Candidates must successfully complete hearing and manual desterity tests, as well as attend an interview with the program coordinator.

ABOUT THE PROGRAM:
Piano technicians are skilled in the repair, rebuilding and maintenance of pianos. Most often self-employed, working in or from a small workshop, they can rebuild, repair, voice and tune pianos of any piano maker.

The program and practice of the craft is suitable for both men and women who typically start their private practice tuning pianos, advising clients on work required for the preservation and repair of their instruments, and gradually building up a full practice.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates have found employment servicing instruments for performing musicians and private owners of instruments, and in such institutions as school boards, universities, schools of music and concert halls.

SEMESTER 1

PIAN1001	Tuning
PIAN1002	Upright Rebuilding
BLDG1015	Woodworking
ELECT120	Communications
MATH1045	Math and Applied Math for Music

SEMESTER 2

PIAN1001	Tuning
PIAN1002	Upright Rebuilding
PIAN1003	Actian Regulation
PIAN1004	Applied Mechanics and Physics of the Piano
BLDG1015	Woodworking
COMM1034	Professional Communicatians I

SEMESTER 3

PIAN2001	Tuning
PIAN2002	Actian Regulations – Repair
PIAN2003	Grand Piano Rebuilding
MGMT1005	Small Business Management
COMM1035	Professional Communicatians II

SEMESTER 4

PIAN2001	Tuning
PIAN2002	Actian Regulations – Repair
PIAN2003	Grand Piano Rebuilding
MGMT2013	Small Business Management
ELECT110	Elective – General Education

For more information, call the co-ordinator at (416) 944-4389 or the Creative Technologies and Artisanship office at (416) 944-4840.

George Brown also offers more than 1,000 Part-time and Evening courses. Call 867-2464 or 1-800-263-8995 for a calendar

APPAREL PATTERN DRAFTING

GBC Code F500
Casa Loma Campus
1 Year (2 semesters)

Starting: September
Certification: Certificate
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
George Brown College Academic Upgrading/College Preparation program to Level 2 or equivalent; or Grade 10 (with credits at or above general level) technical math, English and sewing; or mature student status (see page 203). Background courses in illustration or related subjects indicative of manual dexterity are helpful.

SELECTION PROCEDURES:
Qualified applicants must attend an orientation session where a questionnaire will be administered. As well, where possible, samples of sewing will be evaluated to assess the potential of each applicant.

ABOUT THE PROGRAM:
This program focuses on drafting and sewing and is unique in the college system. It emphasizes the technical aspects of garment construction: making patterns, grading (sizing) and preparing to become designers' assistants. Students learn to operate a variety of industrial sewing machines and to construct a number of garments, always striving to achieve proper fit.

The program includes a full spectrum of the creative process from fashion illustration to pattern drafting to garment construction.

Appropriate communication instruction is provided, along with résumé preparation and fashion illustration.

Given that many companies and businesses are small in size, the new employee often gains a variety of experience through total involvement in the firm's activities. Successful candidates will exhibit positive attitudes and be self-motivated.

This program is unique in Ontario.

CAREER PROSPECTS:
The pattern drafting graduate is fully prepared in a field that is extremely receptive to saleable ideas in styling and production.

Careers in manufacturing, wholesale, retail and small design houses include assistant designer, pattern maker/grader, illustrator, stylist, sample maker, pattern alterationist, fitter or alterationist, custom seamstress, workroom supervisor/trainee, salesperson, quality control specialist, fashion co-ordinator and entrepreneur.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for exemptions in the Creative Fashion program.

SEMESTER 1

FASH5007	Apparel Pattern Drafting I A
FASH5006	Grading I
FASH5003	Fashion Illustration I
FASH5001	Elementary Dressmaking
FASH5016	Sewing Machine Operation I

SEMESTER 2

FASH5008	Apparel Pattern Drafting I B
FASH5011	Grading II
FASH5009	Apparel Pattern Drafting II
FASH5010	Pattern Drafting III
FASH5004	Fashion Illustration II
FASH5002	Advanced Dressmaking
FASH5017	Sewing Machine Operation II
COMM1045	Fashion Communications
ELECT000	Elective

For more information, call the Fashion Technology and Art office at (416) 944-4840 between 8:30 a.m. and 4 p.m.

CREATIVE FASHION

GBC Code F100
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Qualified applicants will be interviewed by faculty and where possible, submit samples of sewing to assess the potential of each candidate. A pre-entrance orientation may also be administered.

BACKGROUND:
Credits in art, family studies, mathematics, illustration, sewing techniques and social sciences are desirable.

ABOUT THE PROGRAM:
This program provides students with a thorough foundation in the skills needed to design and produce a variety of garments. The program simulates as closely as possible the fashion industry's standards, practices and facilities. Students learn basic sewing and garment assembly skills and then progress to pattern making, pattern grading, garment construction and illustration. Elective computer courses give students the opportunity to design, make markers and draft patterns on computers using leading-edge technology. An annual fashion show highlights individual student designs and marketing ideas. Students are graded on their abilities, creativity and end results. Local and national design competitions and field trips in the industry allow students to pursue their fashion interests. Some scholarships and awards are presented each year.

CAREER PROSPECTS:
Graduates can go on to careers as pattern makers and graders, designers and assistant designers, fashion promotion specialists, assistant buyers, stylists, merchandise assistants, salespeople or store managers. Workplaces range from small specialty shops to large design houses and retail chains and many graduates work as entrepreneurs in their own businesses.

ADVANCED STANDING:
Students who successfully complete this program with an established grade point average of 3.5 or higher may be eligible for exemptions in fashion design at Ryerson Polytechnic University.

SEMESTER 1

FASH1046	Sewing Laboratory
FASH1039	Apparel Pattern Drafting I
FASH1038	Pattern Drafting
FASH1009	Apparel Technology I
FASH1030	Fabrics I
FASH1033	Fashion Illustration and Design I
BUS1001	Introduction to Canadian Business

SEMESTER 2

FASH1048	Sewing Laboratory – Advanced
FASH1051	Apparel Pattern Drafting II
FASH1011	Apparel Technology Part II
FASH1042	Grading Blocks
FASH1034	Fashion Illustration and Design II
GNED1003	General Education Foundation
ELECT100	English and Communications

SEMESTER 3

FASH2030	Apparel Pattern Drafting IIIA
FASH2005	Apparel Technology IIIA
FASH2031	Apparel Pattern Drafting IIIB
FASH2006	Apparel Technology IIIB
ELECT100	English and Communications
FASH2034	Pattern Grading
ELECT000	Elective – one of:
FASH1053	Computer Design
FASH1001	Computer Grading
FASH1002	Pattern Drafting System (PDS)

SEMESTER 4

FASH2009	Apparel Technology IVA
FASH2010	Apparel Technology IVB
FASH2032	Apparel Pattern Drafting IV
FASH2033	Fitting Technical Corrections
BUS1022	Small Business Management
ELECT000	Elective – one of:
FASH1053	Computer Design
FASH1014	Colour Analysis
FASH1001	Computer Grading
FASH1002	Pattern Drafting System (PDS)

For more information, call the Fashion Technology and Art office at (416) 944-4840 between 8:30 a.m. and 4 p.m.

NOT SURE YOU QUALIFY?

see page 202

FASHION MANAGEMENT

GBC Code F102
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Qualified applicants will attend an orientation session at the college prior to acceptance into the program.

BACKGROUND:
Credits in business math and English, and good communication skills are essential for success.

ABOUT THE PROGRAM:
The Fashion Management program provides students with many of the basic skills necessary to enter this exciting field. Many employers welcome graduates because their training is well matched with the needs of the fashion world and related industries.

Starting with a hands-on course in sewing, the curriculum includes fabric analysis to provide the student with first-hand knowledge of operations performed in an apparel manufacturing organization.

There is an in-depth concentration in manufacturing/production techniques as well as marketing, merchandising and retail studies. Also, courses provide the student with the general education needed to ensure future success.

Students operate their own retail store on campus. Starting with a small fund, they make and/or buy merchandise for resale to other students. In this part of the curriculum, students are responsible for promotion, purchasing, display, sales and accounting procedures and are graded on their effectiveness in operating profitably is a team.

In addition to the various courses of study, each student spends a period of time each year working in the industry gaining practical work experience. Placement may be in manufacturing, distribution or marketing and provides relevant industry knowledge.

CAREER PROSPECTS:
Graduates of the Fashion Management program are prepared for many of the following positions depending upon their aptitudes, desires and abilities: product coordinator, production supervisor, production scheduler, production assistant, time study engineer, quality control manager, costing analyst, assistant merchandise manager, merchandise manager, human resources director, computer assistant, purchasing agent, warehouse manager, retail store manager, retail store buyer, merchandise clerk, marketing director, systems analyst or consultant.

ADVANCED STANDING:
Students who successfully complete this program with an established minimum grade are eligible for exemptions at many U.S. universities that offer a Bachelor's degree in fashion management.

SEMESTER 1

FASH1006	Fashion Merchandising I
FASH1037	Pattern Technology
COMM1007	College English
MATH1026	Mathematics (Computer Assisted)
FASH1046	Sewing Laboratory
FASH1030	Fabrics I
FASH1052	Apparel Manufacturing
BUS1001	Introduction to Canadian Business I

SEMESTER 2

BUS1016	Production Scheduling
FASH1007	Fashion Promotion
FASH1031	Fabrics Analysis and Laboratory
QC1003	Quality Control
ACCT1015	Accounting – Financial Management
COMP1037	Microcomputer
FASH1008	Visual Merchandising
FASH1005	Garment Analysis
GNED1003	General Education Foundation
FASH2003	Fashion Merchandise Buying
FASH1045	Practical Work Experience – 8 weeks

SEMESTER 3

QC1001	Work Measurement Technology I
ACCT2010	Advanced Accounting
FASH2004	Apparel Marketing
COMP2025	Microcomputer Applications I
FASH2002	Garment Casting I
BUS1008	Business Laboratory
MGMT2009	Fundamentals of Management
MGMT2003	Production Management and Application
FASH1012	Fashion Retail Management
ELECT110	Elective – General Education

SEMESTER 4

FASH2007	Garment Casting – Computer Oriented
BUS2006	Financial Systems
FASH2008	Apparel Marketing – Advanced
FASH2027	Textile and Fabric Manufacturing
ECON1005	Introduction to Economics
MGMT2004	Management Strategy
MGMT2010	Operations Management
FASH2035	Apparel Systems
BUS2005	Business Laboratory II

Note: This program is under review and courses are subject to change.

For more information, call the Fashion Technology and Art office (416) 944-4840 between 8:30 a.m. and 4 p.m.

COMMERCIAL ART

GBC Code G502
St. James Campus
32 Weeks

Starting: September
Certification: Certificate
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
All applicants must submit a portfolio of eight to ten realistic drawings and pass an art test. An appointment is mandatory. Please call (416) 867-2137 to make an appointment or for more information.

ABOUT THE PROGRAM:
The Commercial Art program introduces students to the ideas, techniques and attitudes of the graphics profession. Students learn to become more aware of communications between the artist and client, as well as all phases of the printing reproduction processes.

Complete assignments or projects will be developed from concept through discussion roughs to felt-pen presentations, with particular attention to the development and presentation of finished art for printing production. The objective is a professional-level portfolio upon graduation.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
There is an excellent employment rate for graduates. They obtain positions in commercial art studios, film production houses, printing and publishing companies, and major corporations that operate in-house advertising and art departments.

ADVANCED STANDING:
Successful completion of this program qualifies students to enter the second year of George Brown's Graphic Design program.

SEMESTER 1

ART5001	Basic Drawing
DESN5001	Advertising Design I
DESN5005	Promotional Design I
TYPO5001	Lettering and Typography
COMP5085	Computer Graphics and Desktop Publishing I
MARK5003	Retail Advertising I
GNED1003	General Education Foundation

SEMESTER 2

DESN5004	Package Design
DESN5002	Advertising Design II
DESN5006	Promotional Design II
DESN5003	Corporate Design
COMP5077	Computer Graphics and Desktop Publishing II
MARK5004	Retail Advertising II
DESN5007	Design Art History

For more information, call Al Chang at (416) 867-2026 or the Graphic Communications office at (416) 867-2137 between 8 a.m. and 5 p.m.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

GRAPHIC DESIGN

GBC Code G102
St. James Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Applicants must submit a portfolio of 10 art samples, have a background with credits in art and complete an art test. Please call (416) 867-2137 to make an appointment or if more information is needed.

ABOUT THE PROGRAM:
The Graphic Design diploma program was designed to meet the needs of Toronto and other major markets. It develops students' skills and abilities to the highest level of competence in the fields of graphic design and advertising design. It is the largest career-oriented graphic design program in Canada.

Courses are constantly reviewed to give students the advantage of being up-to-date with the fast-changing design industry. In the third year, students hone their skills and learn to produce high-quality artwork. They develop a solid understanding of art studio operation and the many relationships and functions in the industry. The students get first-hand information through field trips to specific businesses and personal contact with management and working professionals. The field work program gives students greater insight into the various work environments within the industry. Emphasis is on creating a highly professional portfolio.

CAREER PROSPECTS:
Upon graduation, students are prepared to pursue careers starting as junior designers which leads to professional status in the graphic design industry. Graduates obtain positions in advertising agencies, graphic design studios, art studios, packaging companies, major retail organizations, publishing companies, film production studios, printing companies, computer graphics and desktop publishing companies, and with corporations that operate in-house art and advertising departments. Metropolitan Toronto is Canada's largest centre for graphic arts and offers more opportunities in advertising design and graphic design than any other region in Canada.

SEMESTER 1

ART1002	Colour Theory I
ART1007	Fundamentals of Drawing I
ART1009	Drawing Research I
TYPO1003	Lettering and Typography I
DESN1002	Design Fundamentals and Concepts I
ELECT120	Communications
GNED1003	General Education Foundation

SEMESTER 2

DESN1012	Design and Art History I
ART1003	Colour Theory II
ART1010	Fundamentals of Drawing II
ART1012	Drawing Research and Multi-Media Rendering
TYPO1005	Lettering and Typography II
DESN1009	Conceptual Visualization and Production I
DESN1007	Design Fundamentals and Concepts II

SEMESTER 3

MEDI2002	Media and Techniques
ART2001	Professional Drawing I
PRGM211A	Computer I
PRDP2001	Production II
DESN2001	Corporate I
MARK2002	Advertising I
DESN2004	Design I

SEMESTER 4

COMP2026	Computer II
ART2002	Professional Drawing II
MEDI2001	Media and Techniques I
DESN2002	Corporate II
MARK2003	Advertising II
DESN2005	Design II
COMM1034	Professional Communications

SEMESTER 5

In semesters 5 and 6 students have the option of pursuing either Graphic Design or Advertising Design.

COPY3001	Creative Copywriting II
MEDI3001	Media and Techniques III
PRGM315A	Computer III

ADVERTISING DESIGN (OPTION 1)

MARK3001	Corporate Image Advertising I
MARK3002	Advertising III
ILLS3001	Illustration IV
MARK3008	Retail II

GRAPHIC DESIGN (OPTION 2)

DESN3001	Corporate III
DESN3003	2D Design I
DESN3004	3D Design I
ART3001	Professional Drawing III

SEMESTER 6

COPY315A	Creative Copywriting III
MEDI3002	Media and Techniques IV
COMP3018	Computer IV

ADVERTISING DESIGN (OPTION 1)

MARK3003	Corporate Image Advertising II
MARK3004	Advertising IV
ILLS3002	Illustration V
MARK3009	Retail III

GRAPHIC DESIGN (OPTION 2)

DESN3002	Corporate IV
DESN3005	2D Design II
DESN3006	3D Design II
ART3002	Professional Drawing IV

For more information, call the Graphic Communications office at (416) 867-2137.

SIGN GRAPHICS
(FORMERLY GRAPHIC SIGN DESIGN & PRODUCTION)

GBC Code G104
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Applicants must attend an orientation session and will be selected on the basis of a multi-part practical test of their artistic, perceptual and reproduction abilities. Please call (416) 867-2137 ext. 2137 to make an appointment or for more information.

BACKGROUND:
Credits in art from high school or previous training in industry or art school are desirable.

ABOUT THE PROGRAM:
The Sign Graphics program is the only one of its kind in eastern Canada and attracts students from coast to coast. It provides students with sound training in the many aspects of the sign industry.

Throughout the program, basic skills and knowledge in lettering, design and art are emphasized along with large-scale pictorials for advertising purposes. Students learn to operate computerized sign-making equipment. There is also an emphasis on designing and producing quality work at commercially acceptable rates.

Students study small business management, marketing and sales, advertising and art as part of the training to allow them to pursue a career in a varied and exciting industry.

This program is unique in Ontario.

CAREER PROSPECTS:
Metro Toronto is the major centre for the sign industry and offers more employment opportunities in this field than anywhere else in Canada. Graduates obtain positions in major sign companies (both electrical and billboard advertising companies), traditional sign shops, advertising agencies, department store chains and the in-house sign departments of large corporations and government offices.

SEMESTER 1

SGNW1001	Signwriting
TYPO1001	Lettering
SP1001	Screen Printing
DESN1005	Design and Colour
GNED1003	General Education Foundation

SEMESTER 2

SGNW1001	Signwriting
TYPO1001	Lettering
SP1001	Screen Printing
FNAR1001	Foundation Art
DESN1005	Design and Colour
ELECT000	Elective

SEMESTER 3

SGNW2001	Signwriting
SHOW2001	Showcard Writing
ILLS2001	Illuminated Signs
SP2001	Advanced Screen Printing
FNAR2001	Pictorial Art

SEMESTER 4

SGNW2001	Signwriting
SHOW2001	Showcard Writing
FNAR2002	Presentation Art
SP2001	Advanced Screen Printing
DESN2003	Design and Colour
ILLS2001	Illuminated Signs
FNAR2001	Pictorial Art
MGMT2013	Small Business Management

For more information, call Fred de Jong at (416) 867-2034 or the Graphic Communications office at (416) 867-2137 between 8 a.m. and 5 p.m.

YOUR PROGRAM MAY OFFER A BURSARY OR SCHOLARSHIP.
Contact your Program Coordinator or the Financial Assistance Office to find out.

SIGNWRITING

GBC Code G503
St. James Campus
32 Weeks

Starting: September
Certification: Certificate
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Applicants must attend an orientation session and will be selected on the basis of a multi-part practical test of their artistic, perceptual and reproduction abilities. Please call (416) 867-2137 to make an appointment or for more information.

ABOUT THE PROGRAM:
This program is gives students the basic skills and knowledge necessary to work in the sign industry. Students study typefaces suitable for sign work, practise lettering for show cards, banners and permanent type signs, and learn to use computerized equipment.

Various materials, paints and tools used in the sign industry are studied and materials are prepared and/or reclaimed for various projects. Students are introduced to the theory and practice of screen printing as it relates to the sign industry.

Basic layout ideas and colour theory are studied and developed into more complicated designs suitable for signs. The emphasis throughout the program is on producing quality work.

This program is unique in Ontario.

ADVANCED STANDING:
Students who successfully complete this program may enter the second year of the Sign Graphics program.

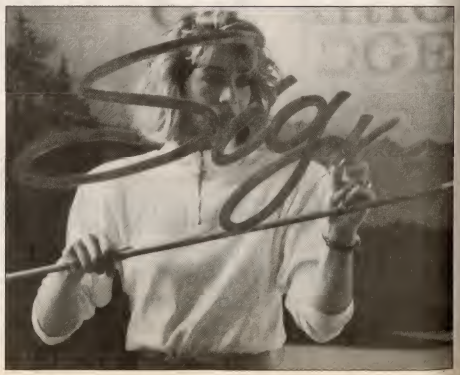
SEMESTER 1

SGND5004	Basic Signwriting
SGND5005	Lettering
SGND5006	Screen Process Printing/Signs and Cords
SGND5003	Design and Colour I
GNED105	General Education Foundation

SEMESTER 2

SGND5007	Signwriting
SGND5001	Lettering
SGND5009	Design and Colour
SGND5008	Screen Process Printing/Sign and Cords
SGND5002	Foundation Art
ELECT000	Elective

For more information, call Fred de Jong at (416) 867-2034 or the Graphic Communications office at (416) 867-2137 between 8 a.m. and 5 p.m.



ELECTRONIC DESKTOP COMPOSITION
(DESKTOP PUBLISHING)

GBC Code G504
St. James Campus
40 Weeks

Starting: September and other possible dates
Certification: Certificate
Summer classes, depending on start date

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Credits in Grade 12 mathematics and English.

ABOUT THE PROGRAM:
This technically based program is longer and more comprehensive than most courses offered elsewhere. Students learn on both Macintosh and IBM PC computers, and develop skills for adapting to and integrating the two systems. They learn electronic page assembly, electronic paste-up and composition, and electronic pre-press functions. The program also provides a general computer applications base, enabling students to comprehend and utilize peripheral techniques and software such as computer typesetting, computer graphics, word processing, database management and spreadsheet analysis.

The program is unique in Ontario.

CAREER PROSPECTS:
Graduates will meet the requirements for entry-level positions in companies using desktop technology: in-plant and corporate publishing environments, traditional computer typesetting shops, instant print shops and, to some degree, graphic design studios.

NOTE:
From time to time, Human Resources Development Canada purchases seats in this program, reducing the number of seats open to fee-paying students.

COURSES

KB5005	Basic Keyboarding
COMP5157	Basic Word Processing
COMP5086	Introduction to QuarkXPress
COMP5090	Computer Literacy for Desktop Publishing
COMP5072	Typography Terms and Concepts
COMP5092	Type Assembly for Desktop Publishing
COMP5075	PageMaker (IBM or Macintosh)
COMP5094	PageMaker Document Production (Macintosh)
COMP5096	Page Layout and Typography for Desktop Publishing (QuarkXPress)
COMP5081	Ventura Publisher (IBM)
COMP5083	Introduction to Printing Processes
CAM5008	Photomechonicol Reproduction
PSP5005	Film Imposition and Offset Plotemoking
COMP5097	Adobe Illustrotor for Graphic Production
COMP5098	Adobe Photoshop for Graphic Production
COMM5020	College English
MGMT5005	Small Business Monogement

For more information, call the Graphic Communications office at (416) 867-2012 or John Word at (416) 867-2021 between 8:30 a.m. and 4:30 p.m.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

ELECTRONIC PREPRESS AND IMAGE ASSEMBLY

GBC Code G105
St. James Campus
36 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above the general level) with Grade 12 mathematics and English or mature student status (see page 203), with 80 per cent in math and English on functional-level test or equivalent. Drafting techniques, mechanical aptitude and creative interests are all very useful.

ABOUT THE PROGRAM:
Just about everything you read – newspapers, magazines, posters, ads and books – go through an intricate printing process that brings it from the computer to the final printed piece. Print coordinators have high expectations, demanding materials that have clear, readable type and pictures that are true-to-life, and often on extremely tight deadlines. To make it all work, this field requires highly skilled, detail-oriented people who work well in a fast-paced environment.

This program teaches you how to manipulate photographs and graphics, and combine images and text using related computer hardware and software programs. You also learn about cameras, contacting, scanning, film stripping, proofing and platemaking.

The program is unique in Ontario.

CAREER PROSPECTS:
Graduates are ready to become key members of a graphic arts team and will meet the requirements for entry-level positions in electronic image assembly printing environments in commercial sectors, publication printing and film/colour separation studios.

SEMESTER 1

CAM1003	Photomechonicol Reproduction I
PSP1003	Printing Surface Preporotion I
CAM1005	Colour Seporation – Sconner I
CAM1006	Colour Seporation – Scanner II
GNED1003	General Educotion Foundotion
COMP1013	Introduction to Printing Processes
MATH1018	Mothematics

SEMESTER 2

COMP1018	Introduction to Desktop Publishing (PC – PageMaker)
CAM1007	Introduction to Electronic Image Assembly (Mac)
CAM1008	Electronic Image Assembly – Colour
COMM1007	College English
CHEM1005	Chemistry

For more informotion, coll the Graphic Communicotions office ot (416) 867-2012 or Bill Kidd ot (416) 867-2017 between 8:30 o.m. ond 4:30 p.m.

PRINTING TECHNICIAN

GBC Code G100
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (at or above basic level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics. Students entering Semester 1 must either type 40 wpm or take a keyboarding course.

SELECTION PROCEDURES:
All applicants must attend an interview and tour of the Printing Technology Department and take a mechanical reasoning test and a colour vision test.

BACKGROUND:
Any science, physics or chemistry background is recommended. Drafting techniques, mechanical aptitude, typing skills and creative interests are all useful in various areas of print technology.

ABOUT THE PROGRAM:
George Brown is the only post-secondary institution in Canada to offer web offset, narrow web flexography and electronic pre-press. The printing industry is one of the largest employers in the greater Toronto area. More than 50 per cent of the printing in Canada is generated in southern Ontario.

The Printing Technology Department has various types of presses, desktop publishing equipment, process cameras, colour scanners, stripping, plate-making and bindery equipment. Technicians in the two-year program take hands-on technical training in four major areas for each of the two years: i.e., presswork, desktop composition, camera/stripping and bindery.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Printing technicians may find employment at the introductory levels of traditional craft areas such as typographic composition (typesetting, layout, paper and film assembly) or pre-press preparatory work (camera operation, film imposition and platemaking) or press operation (in a supervised capacity tending offset or flexographic presses) or binding and finishing (operating computerized cutters and folders).

ADVANCED STANDING:
Students who successfully complete this program with a "B" average are eligible to enter the third year of the Printing Technology program.

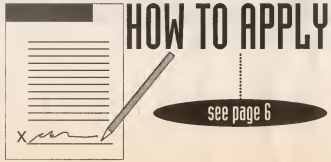
YEAR 1

COMP1010	Computer Literacy for Desktop Publishing
COMP1016	Type Assembly for Desktop Publishing
CAM1001	Photomechonical Reproduction
PSP1001	Film Imposition/Printing Surface Preporation
FLEX1002	Machine Printing Letterpress/Flexo Label Press
LITH1001	Machine Printing Offset I
LITH1104	Machine Printing Offset II
BIND1001	Binding and Finishing
PRDP1001	Introduction to Printing Plont Processes
MATH1018	Mothematics (Semester 1)
COMM1007	College English (Semester 1)
GNED1003	Generol Educotion Foundotion (Semester 1)
KB1001	Keyboarding (Semester I)
MATH1019	Mothematics (Semester 2)
COMM1034	Profassional Communicotions (Semester 2)
CHEM1005	Chemistry (Semester 2)

YEAR 2

COMP2007	Introduction to Desktop Publishing (IBM/Venturo)
CAM2001	Photomechonicol Reproduction
PSP2001	Film Imposition/Printing Surface Preporation
FLEX2001	Machine Printing Flexography
LITH2004	Machine Printing Web Offset
LITH2002	Machine Printing Offset
BIND2001	Binding ond Finishing
QC2002	Quolity Control (Semester 3)
MATH2005	Mothemotics (Semester 3)
QC2003	Quolity Control (Semester 4)
MATH2006	Mothemotics (Semester 4)
PHY2002	Physics (Semester 3)
PHY2003	Physics (Semester 4)
GRAF2001	Field Plocement

For more information, coll the Grophic Communicotions office ot (416) 867-2012 or Bill Kidd ot (416) 867-2017 between 8:30 o.m. ond 4:30 p.m.



PRINTING TECHNOLOGY

GBC Code G101
St. James Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics. Grade 12 chemistry and Grade 11 physics are recommended. Students entering Semester 1 must type 40 wpm or take a keyboarding course.

SELECTION PROCEDURES:
All applicants must attend an interview and tour of the Printing Technology Department, and take a mechanical reasoning test and a colour vision test.

BACKGROUND:
Drafting techniques, mechanical aptitude, typing skills and creative interests are all useful in various areas of printing technology.

ABOUT THE PROGRAM:
This is the only post-secondary program in Canada to offer web offset, narrow web flexography and electronic prepress. The printing industry is one of the largest employers in the greater Toronto area. In fact, more than 50 per cent of the printing in Canada is generated in southern Ontario.

The Printing Technology Department has various types of presses, desktop equipment, process cameras, colour scanners, stripping, platemaking and bindery equipment. Technologists in the three-year program take hands-on technical training in four major areas for each of the first two years and then select from either preparatory or machine areas in which to specialize in the third year.

This program is unique in Canada.

CAREER PROSPECTS:
Depending on the selection of third-year technical specialization, printing technologists may find employment in the traditional craft areas of typographic composition (desktop publishing, mark-up, layout, paper and film assembly) or pre-press preparatory work (camera operation, colour separation, film imposition and platemaking) or press operation (tending various offset presses or flexographic presses, or binding and finishing (operating computerized cutters and other precision equipment for folding, stitching and assembling). In addition, there are employment opportunities in areas of quality assurance and introductory management functions: hardware applications and purchasing, technical service/repair, production control, estimating, marketing and sales.

ADVANCED STANDING:
Students who successfully complete this program may apply credits towards a four-year Bachelor of Science program at the Rochester Institute of Technology.

YEAR 1 AND YEAR 2

Year 1 and Year 2 in the Printing Technology program are identical to those listed in the two-year Printing Technician program. See the previous page.

YEAR 3

In Year 3, students select the area in which they wish to specialize by choosing one of the two options. Students in any option will take all the courses listed in that option, plus two academic elective courses. A selection of electives from business or academic courses must be taken and the types of courses normally available are: Psychology, Statistics, Economics, Data Processing, Accounting, and Business Mathematics. Business and academic electives must total a minimum of 120 course hours for the year.

EST3002	Graphic Arts Estimating (Semester 5)
COMM3004	Technical Report Writing
ELECT000	Elective
ELECT000	Elective

Option 1 – Desktop Composition and Electronic Prepress

COMP3009	PageMaker – Document Production (PC or Mac)
COMP3011	Ventura Publisher (IBM)
COMP3006	Page Layout and Typography
CAM3003	Photomechanical Reproduction – Tone and Colour
CAM3008	Photomechanical Reproduction – Colour Scanner and Flatbed Colour Repro
PSP3001	Film Imposition/Printing Surface Prep Colour
PSP3004	Introduction to QuarkXPress, Photoshop and Illustrator
PSP3005	Electronic Prepress and Image Assembly – Colour

Option 2 – Machine Printing and Binding/Finishing

FLEX3003	Die Cutting/Embossing/Narraw Web Flexography
FLEX3001	Machine Printing Flexography
LITH3001	Machine Printing Offset I
LITH3002	Machine Printing Offset II
LITH3003	Machine Printing Web Offset
BIND3002	Binding and Finishing I
BIND3003	Binding and Finishing II

For more information, call the Graphic Communications office at (416) 867-2012 or Bill Kidd at (416) 867-2017 between 8:30 a.m. and 4:30 p.m.

SCREEN PRINTING

GBC Code G500
St. James Campus
40 Weeks

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Grade 10 (with credits at or above basic level) or equivalent or mature student status (see page 203).

SELECTION PROCEDURES:
All applicants must attend an orientation session and tour of the Printing Technology Department, take a mechanical reasoning test and pass a practical test of their visual perception skills and artistic ability. Please call (416) 867-2012 to make an appointment or for more information.

ABOUT THE PROGRAM:
George Brown's program puts emphasis on the technical aspects of screen printing and is the only commercial screen printing program in Canada. Screen printing is a rapidly growing segment of the specialized printing industry. Surfaces such as plastic, glass, metal, fabric, wood and paper in areas such as textiles, wallpapers, signs, advertising posters and printed circuits are all printed by this method. Students with artistic and mechanical aptitude do particularly well at this work. All subjects are taught in a modular system.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates obtain positions as camera operators, stencil cutters, layout persons, ink formulators, press operators and finishers. Some graduates have obtained positions at the management level, while others have started their own small businesses.

SEMESTER 1

SP5001	Basic Mechanical Layout and Typography
SP5003	Basic Stencil Film Imposition
SP5004	Basic Manual and Mechanized Press Operation and Production

SEMESTER 2

SP5002	Photomechanical Reproduction
SP5006	Advanced Film Imposition
SP5007	Intermediate Manual, Mechanized and Photo-mechanical Processing
SP5005	Advanced Manual and Mechanized Press Operation and Production

For more information, call Jim Meikle at (416) 867-2033 or the Graphic Communications office at (416) 867-2012 between 8:30 a.m. and 4:30 p.m.

George Brown also offers more than 1,000 Part-time and Evening courses. Call 867-2464 or 1-800-263-8995 for a calendar

THEATRE ARTS

GBC Code TH1050
St. James Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Interview and audition. Theatre arts and English courses are helpful.

SELECTION PROCEDURES:
Qualified applicants will be contacted by mail in April and scheduled for an audition appointment in May.

ABOUT THE PROGRAM:
The George Brown Theatre School offers vigorously concentrated, career-oriented training in the fundamental skills, practicalities, traditions and professionalism needed for the performing arts. This program is well respected within the performing arts industry.

Students are taught by notable theatre artists and follow an integrated curriculum in which all subjects are directly related to the acting profession. The courses Acting I to V explore a wide range of acting styles such as classical, Elizabethan, Commedia del l'arte, Restoration, naturalism, absurdism, clowning, revue, cabaret and musical.

Enrolment is limited, ensuring personal attention to each student. Admission is competitive, based on the results of auditions and personal interviews conducted by the Artistic Director and members of the faculty.

CAREER PROSPECTS:
An ever-expanding international market creates a consistent demand for fresh faces and new talent in a range of educational, entertainment and commercial activities. Students should be aware, however, that the field is extremely competitive.

SEMESTER 1

THEA1001	Acting I
THEA1003	Dance I
THEA1004	Movement I
THEA1006	Voice I
THEA1005	Vocal Music I
THEA1011	Theatre History I
THEA1012	Stage Combat I
THEA1006	Group Improvisation
THEA1008	Speech I

SEMESTER 2

THEA1002	Acting II
THEA1014	Workshop Performance I
THEA1010	Dance II
THEA1017	Movement II
THEA1016	Voice II
THEA1009	Vocal Music II
THEA1011	Theatre History I
THEA1015	Contact Improvisation
THEA1018	Speech II

SEMESTER 3

THEA2001	Acting III
THEA2013	Children's Play Performance
THEA2004	Dance III
THEA2016	Movement III
THEA2002	Voice III
THEA2009	Vocal Music III
THEA2010	Theatre History II
THEA2011	Stage Combat II
THEA2006	Business of Acting
THEA2012	Make-up
THEA2014	Speech III
THEA2015	Monologue Study

SEMESTER 4

THEA2007	Acting IV
THEA2003	TV and Film Technique
THEA2008	Dance IV
THEA2021	Movement IV
THEA2017	Voice IV
THEA2019	Vocal Music IV
THEA2010	Theatre History II
THEA2006	Business of Acting
THEA2012	Make-up
THEA2015	Monologue Study
THEA2020	Workshop Performance II
THEA2005	Radio Technique
THEA2018	Speech IV

SEMESTER 5

THEA3001	Acting V
THEA3002	Showcase Performance I
THEA3005	Dance V
THEA3004	Movement V
THEA3003	Voice V
THEA3006	Vocal Music V
THEA1007	Costume History
THEA3007	Speech V

SEMESTER 6

THEA3011	Dance VI
THEA3010	Showcase Performance II
THEA3013	Movement VI
THEA3008	Voice VI
THEA3012	Vocal Music VI
THEA1007	Costume History
THEA3009	Speech VI

For more information, call Larry LaForet at (416) 867-2167 between 8:30 a.m. and 4 p.m.

FACULTY OF HEALTH SCIENCES

Dean:
Lynne Muidor

Chairpersons:
Paula Price
Nursing

Mary Rasper
Nursing (Semester 1)
Practical Nursing
Post-Diploma Nursing

Douglas Stulla
Allied Health

The Faculty of Health Sciences offers programs in the areas of nursing, orthotics and prosthetics, dental care, chiropody and fitness. All programs include intensive practical experience components that run concurrently with classroom instruction. George Brown's location in the centre of Toronto adds a valuable dimension: students in dental programs learn practical skills in a busy college-run clinic; students in orthotics-prosthetics programs work in area hospitals; chiropody students work in a clinic at Toronto Hospital; nursing students develop their skills on the units in some of the best teaching hospitals in Ontario – The Toronto Hospital, St. Joseph's Health Centre, Sunnybrook Health Science Centre, St. Michael's Hospital, The Hospital for Sick Children and Mount Sinai Hospital; and fitness students hone their skills in some of the city's top health and sports clubs. All programs emphasize self-directed learning. Students spend a significant amount of time learning at their own pace using a wide variety of teaching material including computers, videos, books and periodicals.

CHIROPODY

GBC Code S104
Nightingale Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

To apply, see below

PREREQUISITES:
This is a co-operative program with the Michener Institute and you must meet the admission requirements of the institute. For more details, please call the Registrar's Office at the Michener Institute at (416) 596-3177. Application forms must be obtained from and submitted to the Michener Institute between November 1 and February 1 for the following September intake.

Ontario Secondary School Diploma or equivalent, with six Ontario Academic Course (OAC) credits, including one English, one chemistry and one biology, together with one physics and one mathematics at either the Grade 11 advanced level, the Grade 12 advanced level or OAC credits.

SELECTION PROCEDURES:
Applicants must attend a personal interview at the Michener Institute. Final admission is based on academic average and interview score.

ABOUT THE PROGRAM:
Chiropody is a health care profession concerned with the care and treatment of foot disorders. Chiropodists work in clinical settings as part of a health care team and, as such, are responsible for diagnosis, treatment and management of acute and chronic foot-care problems. Our chiropody program is the only program of its type in Ontario. Jointly offered by three institutions (Toronto Hospital, Michener Institute and George Brown College), it provides students with several hundred hours of supervised clinical experience working with patients.

This program is unique in Ontario.

CAREER PROSPECTS:
To practise as a chiropodist in Ontario, graduates must successfully complete all theoretical and clinical courses and register with the College of Chiropodists, Ontario. They then find full-time employment with hospitals or public health units or they may set up a private chiropody practice.

SEMESTER 1

ANAT1028	The Human Body
BIOL1019	Applied Microbiology
COMP1055	Computer Studies
PREP1006	Skills Development
PSY1052	Human Behaviour
CHIR1009	Immunology
CHIR1010	Podiatric Medicine I

SEMESTER 2

BIOL1020	Anatomy and Physiology of Lower Extremites
CHIR1011	Clinical Skills I
CHIR1012	Orthotics I
CHIR1013	Podiatric Medicine II
BIOL1021	Clinical Microbiology
CHIR1014	Introduction to Radiology
PHAR1003	Pharmacology

SEMESTER 3

CHIR2008	Podiatric Medicine III
BIOL2004	Biomechanics
CHIR2009	Physical Therapy
CHIR2010	Clinical Skills II
CHIR2011	Orthotics II

SEMESTER 4

CHIR2013	Podiatric Medicine III
ANAT2001	Dessection of Lower Extremity
BIOL2005	Pathomechanics
CHIR2012	Clinical Skills II
CHIR2014	Orthotics II

SEMESTER 5

CHIR3002	Clinical Skills V
CHIR3004	Dermatology
GERT1030	Gerontology
LAW3003	Health System, Jurisprudence & Administration
CHIR3005	Orthotics III
CHIR3006	Podalogy IV
CHIR3007	Medicine and Surgery
CHIR3001	Research Methods

SEMESTER 6

CHIR3003	Clinical Education

Note: The program is currently undergoing revisions and is subject to change.

For more information, call Pat Sennett at (416) 596-3153

DENTAL ASSISTANT

GBC Code S105
Casa Loma Campus
34 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 11 or 12 biology and chemistry. Candidates must hold a current certificate as a basic rescuer in cardiopulmonary resuscitation (CPR) issued by the Canadian Heart Foundation.

SELECTION PROCEDURES:
Applications must be received or postmarked no later than March 1 to be considered. Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences.

ABOUT THE PROGRAM:
Students receive instruction in oro-facial anatomy, human biology, microbiology, preventive dentistry, nutrition and many other related areas to prepare for various clinical duties. A number of courses are offered through independent learning. George Brown students will receive work experience with the University of Toronto dental students and in a dental office or hospital. Learning takes place alongside students in other dental programs at George Brown, including Denturism, Dental Technology, Dental Hygiene and Restorative Dental Hygiene.

The dental assistant gives chairside assistance to the operator and is qualified to take and process dental x-rays. Other duties include management of the patient and business office records, sterilization procedures and preparation of a variety of dental materials. The assistant may also become involved in oral hygiene instruction. With the legislation under review, the program is subject to change.

CAREER PROSPECTS:
Graduates may apply for certification with the Ontario Dental Nurses and Assistants Association. They find employment in private practice, public health and hospitals.

SEMESTER 1

ANAT1007	Oro-Facial Anatomy
DENT1004	Dental Materials I
DENT1007	Pre-Clinical Dental Radiography
DENT1031	Pre-Clinical Techniques (Theory)
DENT119	Dental Office Management
BIOL1008	Bio General Anatomy/Physiology I
BIOL1015	Microbiology
NUTR1002	Nutritian
DENT1033	Pre-Clinical Techniques (Practical)
GNED1003	General Educatian Faundatian
COMM1007	College English

SEMESTER 2

DENT1001	Preventive Dentistry
DENT1006	Dental Materials II
DENT1009	Clinical Dentol Radiography
DENT1034	Clinical Techniques (Theary)
BIOL1011	Bio General Anatomy/Physiology II
PHAR1001	Pharmacology and Emergency Care
GERT1017	Field Practice
DENT1035	Clinical Techniques (Practical)
ANAT1007	Ora-Facial Anatomy
PATH1007	Oral Pathology
ELECT110	Elective – General Educatian

For more information, call (416) 944-4543 or toll-free at 1-800-265-2002 ext. 4543 between 9 a.m. and 3 p.m.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

DENTAL HYGIENE

GBC Code S401
Casa Loma Campus
36 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Applicants must be certified or eligible for certification as a dental assistant in Ontario and present proof of a minimum of six consecutive months of employment as a dental assistant. Candidates must hold a current certificate as a basic rescuer in cardiopulmonary resuscitation (CPR) issued by the Canadian Heart Foundation.

SELECTION PROCEDURES:
Candidates will be required to write all components of the Cooperative Admissions Test. In addition, candidates must be able to demonstrate competency in taking radiographs and be qualified to take radiographs as mandated by H.A.R.P.

ABOUT THE PROGRAM:
The goal of the Dental Hygiene program at George Brown College is to prepare students to meet the needs of a dynamic changing profession. The program clearly articulates the new model of care – the dental hygiene process – which consists of preparation, assessment, planning, implementation and evaluation. All procedures performed for the client are based on individual needs and the client is viewed as a partner in care.

The services provided by dental hygiene students include: medical/dental history taking, intra/extraoral examination, taking and exposing radiographs and interpreting the results with a dentist, oral self-care instruction, establishing treatment goals, formulating a dental hygiene treatment plan, implementation of scaling and polishing skills for calculus and plaque debridement, amalgam polishing, nutritional counselling, application of fluoride and/or desensitizing solutions, taking impressions, application of pit and fissure sealants, removal of sutures, placement and removal of arch wires previously fitted by a dentist, and other legally prescribed orthodontic duties. Students evaluate the care provided through articulating short and long term goals and utilizing strategies for continued care. The field placement component provides the student with the opportunity to participate in community health settings. The program is subject to change pending any legislation review.

Graduates of this program must successfully complete a certificate of registration examination established by the College of Dental Hygienists of Ontario to be eligible to practise in the province.

CAREER PROSPECTS:
Graduates may expect employment in private practice, public health, hospitals and teaching institutions.

SEMESTER 1

HIST1002	General Histology for the Dental Hygienist
NUTR1007	Nutrition
PATH1009	Pathophysiology I
DENT1036	Dental Hygiene Process I
DENT1038	Periodontics I for the Dental Hygienist
ANAT1020	Advanced Anatomy – Head and Neck
PSY1043	Social Psychology
DENT1019	Advanced Preventive Dentistry for the Dental Hygienist
DENT1021	Concepts in Community Health for the Dental Hygienist I
BIOL1010	Advanced Oral Microbiology

SEMESTER 2

DENT1044	Concepts in Community Health for the Dental Hygienist II Field Placement
DENT1023	Advanced Radiography
HIST1004	Dental Histology and Embryology for the Dental Hygienist
NUTR1008	Nutrition Counselling for the Dental Hygienist
DENT1029	Orthodontics and Paedodontics for the Dental Hygienist
DENT1037	Dental Hygiene Process II
DENT1039	Periodontics II for the Dental Hygienist
PSY1043	Social Psychology
PATH1004	Oral Pathology
PATH1010	Pathophysiology II
DENT1022	Ethics and Issues for the Dental Hygienist

For more information, call (416) 944-4543 or toll-free at 1-800-265-2002 ext. 4543.

RESTORATIVE DENTAL HYGIENE

GBC Code S400
Casa Loma Campus
23 Weeks

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario licensure as a dental hygienist with a minimum of one year of work experience.

ABOUT THE PROGRAM:
The restorative dental hygienist performs restorative procedures in addition to traditional preventive duties.

The restorative dental hygienist, in compliance with the Standards of Practice approved by the College of Dental Hygienists of Ontario, places and finishes amalgam, resin and temporary restorations and cements temporary crowns.

Students practise various procedures on a manikin, after which they spend eight weeks in a clinical setting performing restorative procedures on patients.

Graduates may write a provincial specialty examination.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates may be employed in private practice, public health and hospitals.

COURSES

DENT4005	Science of Dental Materials
HIST4001	Advanced Dental Histology and Embryology
DENT4002	Pre-Clinical Restorative Techniques
DENT4003	Clinical Techniques (Practical)
DENT4001	Functional Occlusion
DENT4004	Clinical Techniques (Theory)

For more information, call (416) 944-4543 or toll-free at 1-800-265-2002 ext. 4543.

DENTAL TECHNOLOGY

GBC Code S100
Casa Loma Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 11 or 12 chemistry, physics and biology.

SELECTION PROCEDURES:
Mature applicants may be required to attend a preliminary examination in science and/or English.

Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences. Qualified applicants may also be required to attend an interview and/or orientation session. Applications must be postmarked no later than March 1.

ABOUT THE PROGRAM:
Dental technologists make a major contribution to the practice of dentistry. These dental workers fabricate all the various appliances used by dentists in the treatment of patients.

Dental technologists fabricate from a dentist's prescription: orthodontic appliances, full dentures, partial dentures, crowns and bridges. The technologist may also produce specialty items such as surgical splints and sports mouthguards.

The teaching program is highly project-oriented and the student-instructor ratio allows for individual instruction throughout the program.

This program is unique in Ontario.

CAREER PROSPECTS:
Dental technicians can choose to be employed by a commercial dental laboratory, a dentist or become a sales representative with a dental supply company. Graduates will be able to write the exam after one year of experience that will qualify them as a Registered Dental Technologist in the province of Ontario.

SEMESTER 1	
ANAT1007	Oro-facial Anotomy
GNED1003	Generol Educotion Foundotion
DENT1030	Orthodontics I
DENT1026	Complete Denture Construction I (Proctical)
COMM1007	College English
SEMESTER 2	
ANAT1007	Oro-facial Anotomy
ANAT1010	Functionol Anotomy II
DENT1014	Crown and Bridge and Prosthodontics
DENT1015	Removable Portiol Denture Costing I
ELECT110	Elective – General Educotion
SEMESTER 3	
DENT2001	Complete Dentures
DENT2002	Crown and Bridge and Ceramics
DENT3001	Portiol Dentures
DENT2011	Orthodontics
ELECT110	Elective – General Educotion
SEMESTER 4	
DENT2003	Crown and Bridge and Ceromics
DENT2004	Portiol Dentures
DENT2012	Orthodontics
DENT2005	Complete Denture
MGMT2012	Applied Monogement Proctice
ELECT110	Elective – General Educotion
SEMESTER 5	
MGMT3002	Business Administrotion
DENT3007	Specialty Pre-Grod Lab Experience I
ELECT110	Elective – General Educotion
DENT3008	Specialty Pre-Grad Lab Experience II
SEMESTER 6	
DENT3008	Specialty Pre-Grad Experience II
DENT2010	Dental Lab Monogement
ELECT110	Elective – General Educotion

For more infarmotion, coll (416) 944-4543 between 9 o.m. and 3 p.m.

N CAMPUS MAPS
W E
S
see inside back cover

DENTURISM

GBC Code S101
Casa Loma Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma with credits in chemistry, physics and biology in Grade 11 or 12 (with credits at or above the general level). Mature applicants (less than Grade 12) can apply (see page 203).

SELECTION PROCEDURES:
Qualified applicants will have a written examination in English and science and may be interviewed. Candidates will be required to attend an orientation session.

ABOUT THE PROGRAM:
Students are trained in the assessment of the arches missing some or all teeth, and the design, construction and fitting of removable dentures including repair or alteration. In addition, the student will study basic science, dental science, health promotion, management and denturist practice courses. All areas of study will observe the International Baseline Competencies Profile for Denturist Education sanctioned by the Denturist Association of Canada (D.A.C.) and the International Federation of Denturists (I.F.D.).

In private practice, the denturist scope of practice is defined as the assessment of arches missing some or all teeth and the design, construction and fitting of removable dentures including repair or alteration if required.

CAREER PROSPECTS:
Denturists may choose to establish a private practice or associate with other denturists or other dental health providers.

IDEC (the International Denturist Education Centre of George Brown College), in cooperation with the denturist profession, provides education, training, research and development to meet the needs of the international denturist community. Contact program coordinator Mike Vakalis at (416) 944-4793 for more information.

SEMESTER 1	
ANAT1007	Oro-facial Anotomy
DENT1027	Denturist Practice Pre-Clinicol Prosthetics (Proctical)
BIOL1008	Biology: General Anotomy and Physiology
BIOL1004	Microbiology and Infection Control
DENT1028	Dental Moteriols
COMM1007	College English
SEMESTER 2	
ANAT1007	Ora-facial Anotomy
HIST1001	Generol History/Dental Histology
ANAT1019	Oro-facial Anotomy II
DENT1025	Denturist Proctice/Pre-Clinical Prosthetics
BIOL1011	Biology: General Anotomy Physiology II
PHAR1001	Pharmocology and Emergency Core
DENT1024	Community Dentistry (Denturism)
GNED1003	General Educotion Foundotion
SEMESTER 3	
DENT2006	Denturist Practice/Biomechenics and Prosthodontics
DENT2007	Denturist Proctice/Portiol Dentures I
HIST1003	Periodontology and Embryology
PATH1009	Pothophysiology I
DENT3002	Preventive Dentistry
GNED1003	Generol Educotion Foundotion
SEMESTER 4	
DENT2008	Denturist Proctice I
DENT2009	Denturist Proctice/Portiol Dentures II
DENT2013	Radiographic Pottern Recognition
PATH1010	Pothophysiology II
PATH1004	Orol Pothology
ELECT110	Elective – General Educotion
SEMESTER 5	
DENT3004	Denturist Proctice II
ELECT110	Elective – Generol Educotion
NUTR1002	Nutrition
MGMT1005	Small Business Monogement
DENT3003	Pre-Groduote Clinicol
SEMESTER 6	
DENT3005	Denturist Practice III
HUMN3003	Management, Ethics and Professional Responsibilities
DENT3003	Pre-Graduate Clinicol
DENT3006	Denturist Proctice/Implant Prosthesis
BUS3005	Problems and Solutions in Professional Relations
ELECT110	Elective – General Education

For more infarmotion, coll (416) 944-4543 between 9 o.m. and 3 p.m.

FITNESS AND LIFESTYLE MANAGEMENT

GBC Code S110
Casa Loma Campus
2 Years (5 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above the general level in Grade 11 or 12 biology) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Mature student applicants will be selected on the basis of testing in English and basic sciences. Applicants must attend an orientation session offered for the program. Applications must be received or postmarked no later than March 1.

BACKGROUND:
It is valuable to have experience in fitness, recreation or activity leadership as a volunteer or employee. Leadership recognition, certifications and other related experience are an asset.

ABOUT THE PROGRAM:
The program prepares graduates to meet the multi-dimensional demands of a growing market in fitness and preventive health care.

Fitness professionals provide assessment, counselling, exercise prescription and leadership services that require keen motivational, technical and organizational abilities. Along with strong interpersonal and communication skills, the practical and administrative skills of fitness and lifestyle graduates are recognized by the industry and paramount in the provision and management of safe, effective fitness and health programs.

During the program's first year, students learn biology, nutrition, kinesiology and physiology with applications to exercise techniques, exercise class leadership fitness guidance and programming principles.

In the second year, students develop additional skills and knowledge in nutrition, organizational management, individual exercise design, programming and assessment for special populations. Students are also involved in operating a college fitness centre. In the final seven weeks of the program, students gain work experience in a fitness setting of their choice.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates find employment in a variety of private fitness facilities, community centres, parks and recreation, employee fitness programs, hospitals and rehabilitation clinics, as well as in self-generated positions. Some specialized requests have come for ECG lab technician, exercise therapist, hotel and condominium facility manager and personal trainer.

With the focus shifting from curative to preventive health care management, career opportunities will expand in these areas and new markets will develop as more individuals adopt an active lifestyle.

ADVANCED STANDING:
Students who successfully complete this program may qualify for exemptions from credits in physical education programs in university.

SEMESTER 1

KINE1001	Kinesiology I
HLTH1005	Introduction to Fitness Testing
HLTH1007	Exercise Class Leadership I
PHSL1002	Muscle Physiology
BIOL1016	Biology
HLTH1003	Applied Exercise Techniques I
HLTH1012	Introduction to Fitness Monogement
HLTH1010	Introduction to Health Promotion
COMM1007	College English

SEMESTER 2

KINE1004	Kinesiology II
HLTH1006	Introduction to Fitness Testing II
HLTH1004	Applied Exercise Techniques II
HLTH1009	Exercise Class Leadership II
HLTH1008	Fitness Testing Clinic
NUTR1006	Nutrition I
PHSL1004	Physiology of Exercise
GNED1003	Generol Educotion Foundotion

SEMESTER 3

HLTH2010	Exercise Class Leadership III
HLTH2001	Fitness Monogement Projects I
HLTH2009	Fitness Assessment
HLTH2006	Guidelines to Exercise Progromming
HLTH2005	Progrom Administrotion Clinic I
NUTR2001	Nutritionol Guidonce
HLTH2017	Health Promotion in Society
HLTH2004	E.C.G. Monitoring Techniques

SEMESTER 4

HLTH2013	Exercise Class Leadership IV
HLTH2002	Fitness Monogement Projects II
HLTH2012	Advonced Fitness Assessment
HLTH2008	Progromming for Speciol Coses
HLTH2011	Progrom Administrotion Clinic II
NUTR2002	Nutritionol Guidonce (Speciol Coses)
PATH1003	Pothology
HLTH2014	Prevention ond Treotment of Injuries

SEMESTER 5

HLTH2003	Fitness Monogement Projects III
HLTH2016	Clinicol Troining in Fitness Field
HLTH2007	Fitness Seminors

For more information, coll Beau Kent ot (416) 944-4562 between 9 o.m. ond 5 p.m.

HEARING INSTRUMENT DISPENSER

GBC Code S106
Casa Loma Campus
30 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

SELECTION PROCEDURES:
Mature students will be required to take a preliminary exam. Qualified applicants will be tested in English and basic sciences, and may be required to attend an interview.

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 11 or 12 biology.

ABOUT THE PROGRAM:
This technical program is for people who want to learn the skills necessary to be able to fit and dispense hearing instruments/aids. The teaching program includes a laboratory component as well as a pre-graduate clinical experience (offered in the second semester).

The graduate will be able to offer services that can consist of: consultation, custom fitting, taking earmold impressions, instruction in the care and use of hearing aids, adjustments, repairs, ongoing maintenance and service, and demonstrations of various other assistive listening devices. This program will appeal to people who are interested in working with people and helping clients to improve their hearing ability.

This program is unique in Ontario.

CAREER PROSPECTS:
Hearing instrument dispensers may be employed by an independent hearing dispenser centre or may wish to establish their own centre at a later date.

SEMESTER 1

ANAT1014	Functionol Anotomy ond Physiology
HEAR1001	Clinicol Acoustics
PSY1029	Applied Psychology
HEAR1003	Level I Theory ond Applicotions – Port 1
HLTH1011	Health Promotion/Life Skills Monogement
HEAR1002	Audiometry ond Hearing Disorders
COMM1036	Communicotions for Hearing Dispensers
GNED1003	Generol Educotion Foundotion

SEMESTER 2

GERT1030	Gerontology
HEAR1005	Counselling
HEAR1004	Level I Theory ond Applicotions – Port 2
ELECT110	Elective – General Education
HUMN1001	Ethics/Professionol Monogement
HEAR1006	Procticum Consolidotion

For more informotion, coll Eorlene Wosik ot (416) 944-4543.

NEED SOME CAREER ADVICE
see pages 8 and 208

NURSING

GBC Code S107
St. James Campus
3 Years (6 semesters)

Starting: September, January and May
Certification: Diploma

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent including Grade 12 English, mathematics, Grade 11 or 12 biology, and Grade 11 or 12 physics or chemistry. An average of 60 per cent in advanced-level courses and 70 per cent in general-level courses is required for all prerequisites. Mature students (see page 203) are required to have Grade 12 academic upgrading in English, mathematics, biology and either chemistry or physics or the equivalent.

Students must obtain a CPR basic rescuer certificate (Level C) approved by the Ontario Heart Foundation and a Standard First Aid certificate during the first two months of Semester 1 and keep it current throughout the program. They must complete and submit the George Brown health form during the first weeks of the program. The college recommends that students have the Hepatitis B vaccination prior to entry.

SELECTION PROCEDURES:
All qualified applicants will be invited to write an admissions test with a fee of $25.

ABOUT THE PROGRAM:
This program educates individuals to become responsible and accountable practitioners of nursing in accordance with established Standards of Practice (College of Nurses of Ontario). The curriculum combines nursing, general education and clinical courses.

The central themes of the curriculum are:

- caring and helping, which are the essence of nursing
- principles of nursing practice, problem solving skills, critical thinking
- professional responsibility and accountability
- principles of adult learning

Graduates must write the Ontario Nurse Registration Exams to practise in this profession. Graduates will be eligible to file an application for assessment (in accordance with the Regulated Health Professions Act) with the College of Nurses of Ontario to be considered for registration as a nurse. For further information regarding this, please contact the College of Nurses of Ontario at 928-0900.

CAREER PROSPECTS:
Graduates of the program who are successful in the Nurse Registration Examinations may be employed in acute, chronic care and convalescent hospitals, rehabilitation agencies, community nursing, retirement and nursing homes.

ADVANCED STANDING:
Students who successfully complete this program may qualify for exemptions in Bachelor of Science programs at most Ontario universities.

SEMESTER 1

NURS1001	Nursing Theory
NURS1003	Nursing Practice I
NURS1004	Human Relations
ANAT1000	The Body Alive
PSY1026	Developmental Psychology
COMM107	College English
NURS1010	Transcultural Health

SEMESTER 2

NURS1012	Nursing Practice II
NURS1011	Theory of Nursing Practice
PATH1011	Pathology and Therapeutics I
ANAT1011	Anatomy and Physiology II
NURS1013	Community Health Nursing I
ELECT000	Elective

SEMESTER 3

NURS2001	Nursing Theory III
NURS2002	Nursing Practice III
PATH2006	Pathology and Therapeutics II
HUMN2004	Humanities: Philosophy and Moral Issues
NURS2005	Community Health Nursing II

SEMESTER 4

NURS2004	Nursing Theory IV
NURS2003	Nursing Practice IV
PATH2005	Pathology and Therapeutics III
NURS2006	Community Health Nursing III
SOC1022	Introductory Sociology

SEMESTER 5

NURS3001	Nursing Theory V
NURS3002	Nursing Practice V
PATH3001	Pathology and Therapeutics IV
NURS3005	Community Health Nursing IV
ELECT000	Elective

SEMESTER 6

NURS3003	Nursing Theory VI
NURS3004	Nursing Practicum VI

NOTE: Courses are subject to change.

For more information, call the Nursing Department, at (416) 867-2070 between 9 a.m. and 4 p.m.

For information session dates see next page.

IF YOU DON'T QUALIFY FOR A HEALTH SCIENCES PROGRAM, SEE OUR PRE-HEALTH SCIENCE PROGRAM ON PAGE 102.

PRACTICAL NURSING

GBC Code S109
St. James Campus
48 Weeks

Starting: September, January & May
Certification: Certificate

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent including Grade 12 English and mathematics and Grade 11 or 12 biology. An average of 60 per cent in advanced level courses and 70 per cent in general level courses is required for all prerequisites. Mature students (see page 203) are required to have a Grade 12 academic upgrading in English, mathematics and biology or the equivalent.

Students are required to obtain a CPR basic rescuer certificate level C approved by the Ontario Heart Foundation and a Standard First Aid certificate during the first two months of Semester 1 and to keep it current throughout the program. Applicants selected for the Practical Nursing program will be required to complete the George Brown health form. These requirements are stipulated in the Ontario Public Hospitals' Act. The college also recommends that students have the Hepatitis B vaccination for their own safety prior to entry.

SELECTION PROCEDURES:
All applicants will be required to write an admission test with a fee of $25.

ABOUT THE PROGRAM:
Practical nurses play a vital role in the health care team in hospitals and community-based agencies. They provide basic nursing care to individuals on their own as well as with other nursing and health care team members.

Students in the program are provided with the learning opportunities to develop the competencies required to meet the Standards of Nursing Practice for Practical Nurses (College of Nurses of Ontario). Graduates of this program are eligible to apply for assessment to write the provincial registration examinations that allow them to become Registered Practical Nurses (RPN) in Ontario.

The Practical Nursing program includes a common first semester with Nursing. This provides an opportunity for students to receive full credit for Semester 1 if they choose to enter the nursing program. Semesters 2 and 3 provide pre-grad opportunities for the application of theory and practice in a variety of clinical settings. The experience provides students with an opportunity for more independent practice in a variety of health care settings.

CAREER PROSPECTS:
Registration of practical nurses in Ontario is obtained through successful completion of provincial registration examinations. RPNs are employed in nursing homes, retirement homes, rehabilitation agencies, acute-care hospitals and community agencies.

ADVANCED STANDING:
Students who successfully complete this program may qualify for advanced standing in George Brown's Nursing program.

SEMESTER 1

NURS1001	Nursing Theory I
NURS1003	Nursing Practicum I
NURS1004	Human Relations
ANAT1000	The Body Alive
PSY1025	Developmental Psychology
COMM1007	College English
NURS1010	Transcultural Health

SEMESTER 2

NURS1007	Nursing Theory II
NURS1008	Nursing Practicum II
SOC1018	Sociological Perspective

SEMESTER 3

NURS2008	Nursing Practicum III
NURS2007	Nursing Theory III
NURS2009	Nursing Practicum – Pre-Grad

For more information, call (416) 867-2070 between 9 a.m. and 4 p.m.

OPEN HOUSES

Find out more about the Nursing and Practical Nursing programs from our students and faculty at one of the following Open Houses:

Tuesday	Oct. 17, 1995	(5-7 p.m.)
Saturday	Nov. 18, 1995	(10:30 a.m.-1 p.m.)
Thursday	Dec. 7, 1995	(5-7 p.m.)
Tuesday	Feb. 13, 1996	(5-7 p.m.)
Saturday	Mar. 23, 1996	(10:30 a.m.-1 p.m.)
Tuesday	Apr. 16, 1996	(5-7 p.m.)
Thursday	May 16, 1996	(5-7 p.m.)
Tuesday	June 11, 1996	(5-7 p.m.)

Please call 867-2070 or toll-free 1-800-265-2002 ext. 2070 to sign up.

REFRESHER/UPGRADING NURSING PROGRAMS
(NURSING/UPGRADING FOR GRADUATE NURSES)

GBC Code S406
15 Weeks
Nightingale Campus

Starting: September, January
Certification: Certificate

OCAS Apply to OCAS

PREREQUISITES:
When applying to either program, applicants must present a current Certificate of Competence from the College of Nurses of Ontario or a letter of ruling from the College of Nurses of Ontario. In addition, a George Brown health form and a current CPR basic rescuer certificate, level C (Heart and Stroke Foundation) are required. Hepatitis B vaccination is strongly recommended.

SELECTION PROCEDURES:
All applicants must attend an interview and present the documents specified below as part of their application.

ABOUT THE PROGRAM:
The Core-Medical-Surgical Nursing Component of the refresher program is offered on a full-time basis in September and January. The 15 week semester includes a review of basic nursing theory including nursing care of health problems in the medical-surgical area. The practice component includes laboratory practice and clinical experience including an preceptorship component which provides the student with an opportunity for more independent practice with a registered nurse.

A special certificate will be granted to students who successfully complete the refresher requirements of the program.

Students wishing to complete specialty upgrading modules can register through continuing education in psychiatry, pedriatrics and maternal-newborn nursing modules whci are offered on a part-time basis throughout the year. These components are designed to review theory and update clinical practice in these areas. Students may choose to complete one or more of the modules. The prerequisite for the clinical practice courses would include successful completion of the core component of the program and the theory of the selected specialty module.

CAREER PROSPECTS:
Registered nurses who take courses of the program for refreshment purposes find employment in acute care hospitals, specialty hospitals, extended care hospitals, convalescent hospitals, rehabilitation agencies, public health agencies, retirement homes, nursing homes and community agencies. Non-registered nurses who complete courses for upgrading purposes as outlined in their letter of ruling are eligible to apply for assessment to write Provincial Registration Examinations for Nurses in Ontario.

THE CORE PROGRAM (15 WEEKS) INCLUDES:

NURS4026	Review of Basics to Nursing
NURS4054	Medical-Surgical Nursing – Practical

For more information, call Yvonne Young at (416) 867-2320 between 9 a.m. and 3 p.m. or 1-800-265-2002 ext. 2320.

George Brown also offers more than 1,000 Part-time and Evening courses. Call 867-2464 or 1-800-263-8995 for a calendar

REGISTERED NURSE – CRITICAL CARE

GBC Code S402
Nightingale Campus
16 Weeks (1 semester)

Starting: September, January
Certification: Certificate
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Registered nurse with a current Certificate of Competence, College of Nurses of Ontario or, if from out of province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; B.C.L.S., level C (Heart and Stroke Foundation); and a George Brown health form. Hepatitis B vaccination is strongly recommended.

SELECTION PROCEDURES:
All applicants must attend an interview and present the documents specified below as part of their application.

ABOUT THE PROGRAM:
This program prepares registered nurses to give competent care to critically ill individuals and their families.

The program is divided into two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, students build on the core concepts and focus on the unstable, critically ill individual experiencing complex, multisystem problems.

Theory includes:

- advanced anatomy and physiology of the vital systems, i.e., cardiovascular, respiratory, renal, nervous and endocrine
- pathology of selected diseases, including medical assessment and management
- nurse's role in selected assessment and supportive measures, e.g., electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevant medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication, group process, prevent stress and burn-out.

Clinical practice is arranged in one of the downtown Toronto hospitals.

COURSES

NURS4001	Critical Care Nursing – Theory and Lab – General
NURS4002	Critical Care – Pathotherapeutics
NURS4003	Critical Care Nursing – Practicum – General
NURS4004	Critical Care Nursing – Theory – Advanced
NURS4005	Critical Care Nursing – Practicum – Advanced

For more information, call Nazlin Kassam at (416) 867-2345 or 1-800-265-2002 between 9 a.m. and 3 p.m.

NOT SURE YOU QUALIFY?

see page 202

REGISTERED NURSE – OPERATING ROOM

GBC Code S403
Nightingale Campus
16 Weeks (1 semester)

Starting: September, January
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Registered nurse with a current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre (optional); B.C.L.S., level C (Heart and Stroke Foundation); and a George Brown health form. Hepatitis B vaccination is strongly recommended.

SELECTION PROCEDURES:
All applicants must attend an interview and present the documents specified below as part of their application.

ABOUT THE PROGRAM:
This program prepares registered nurses to function competently as team members in an operating room. It offers unique clinical experience on a full-time basis.

The program is organized in three phases. Phase I consists of five weeks of theory, including:

- relevant anatomy and physiology
- principles of asepsis
- duties of scrub and circulating nurses
- intensive study of surgical interventions, their indications and complications.

Phase II is a ten-week practicum. During this time, students rotate through several services, e.g., General Surgery, Gynecology, Urology, E.N.T., Orthopedics, Plastics, Ophthalmology and have observational experiences in neurosurgery and cardiovascular surgery. A major essay on a selected surgical topic is required during practicum.

Clinical experiences are scheduled in major Toronto hospitals.

COURSES

NURS4011	Operating Room Nursing – Theory and Labs
NURS4012	Operating Room Nursing – Practicum

For more information, call Virginia Warren at (416) 867-2349 or 1-800-265-2002 ext. 2349 between 9 a.m. and 3 p.m.

NEED SOME CAREER ADVICE?
see pages 8 and 208

REGISTERED NURSE – PERINATAL INTENSIVE CARE

GBC Code S404
Nightingale Campus
15 Weeks (1 semester)

Starting: September, January
Certification: Certificate

Apply to OCAS

PREREQUISITES:
Registered nurse with a current Certificate of Competence, College of Nurses of Ontario, or if from out-of-province, eligibility for registration in Ontario. Current nursing experience in the field of perinatology, i.e., obstetrics, nursery or N.I.C.U., would be an advantage; B.C.L.S., level C (approved by the Heart and Stroke Foundation); brief résumé; George Brown health form; and Hepatitis B vaccination strongly recommended.

SELECTION PROCEDURES:
All applicants must attend an interview and present the documents specified below as part of their application.

ABOUT THE PROGRAM:
This program prepares the registered nurse to provide comprehensive care to critically ill newborns and their families in an intensive care setting. The program will be offered through self-study modules and tutorials as well as clinical experience.

Theory includes:

- current concepts of perinatal nursing and high-risk pregnancy
- intervention available to critically ill infants with specific neonatal problems
- emotional care to the family of the high-risk newborn and to the health care provider

Practicum includes:

- observation in high-risk labour and delivery and antepartum units
- care of critically ill newborns
- use of advanced monitoring and diagnostic equipment
- operating room observation with pre- and post-op care
- participation with the transport team
- laboratory and x-ray interpretation
- care of the family of the critically ill infant

Clinical practice scheduled in neonatal intensive care unit.

COURSES

NURS4020	Perinatal Nursing – Theory
NURS4021	Perinatal Nursing – Clinical
NURS4022	Neonatal Intensive Care NURS – Theory
NURS4023	Neonatal Intensive Care NURS – Clinical

For information, call Heather Urquhart at (416) 867-2351 or 1-800-265-2002 ext. 2351 between 9 a.m. to 3 p.m.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

ORTHOTIC/PROSTHETIC TECHNICIAN

GBC Code S102
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 11 and/or 12 physics and biology.

SELECTION PROCEDURES:
An initial pre-screening test will take place in late March or early April. Qualified applicants will also be interviewed.

ABOUT THE PROGRAM:
This technical program is for people who are craft-oriented but not interested in the clinical aspects of orthotics/prosthetics. Under the direction of the orthotist/prosthetist, students learn how to make orthoses (braces and splints) and prostheses (artificial limbs), which are fitted to help rehabilitate disabled patients. It is a field in which new materials, techniques and controls are creating an increasing demand for technically competent people.

Graduates will be eligible for registration by the Canadian Association of Prosthetists and Orthotists. For an information appointment about this program, please call (416) 242-4864.

This program is unique in Ontario.

CAREER PROSPECTS:
Excellent employment opportunities are available in hospitals, rehabilitation centres and private facilities across the country.

JOB DESCRIPTIONS:
The orthotic technician makes orthoses from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.

The prosthetic technician makes prostheses from drawings, measurements and plaster casts using a variety of materials, such as metals, plaster and leather.

SEMESTER 1

ORTH1007	Materials and Laboratory Techniques
DRFT1008	Basic Drawing and Machine Shop
WELD1002	Welding Techniques for Orthotics Prosthetics Technicians
ANAT1015	Anatomy/Physiology I
KINE1001	Kinesiology I
ORTH1008	Fabrication Theory
GNED1003	General Education Foundation

SEMESTER 2

ORTH1009	Materials and Laboratory Techniques
ORTH1010	Fabrication Theory
PROS1001	Material Technology
ANAT1016	Anatomy/Physiology II
KINE1004	Kinesiology II
COMM2004	Language and Communications

SEMESTER 3

ORTH2009	Materials and Laboratory Techniques
ORTH2011	Externally Powered Orthotics/Prosthetics Rehabilitation Techniques
ORTH2010	Fabrication Theory
COMP1051	Computers In Our Society
KINE1003	Kinesiology/Biomechanics for Technicians I
ORTH2012	Pre-Graduate Work Experience I

SEMESTER 4

ORTH2016	Materials and Laboratory Techniques
ORTH2015	Professional Issues in Orthotics Prosthetics
ORTH2013	Pre-Graduate Work Experience II
ORTH2017	Fabrication Theory
KINE1005	Kinesiology and Biomechanics for Technicians II
FNAR1002	Innovations in Film
ORTH2014	Advanced Material and Orthotics Prosthetics Techniques

For more information or if you are applying to this program, call David Preston at (416) 944-4543 between 9 a.m. and 3 p.m.

N CAMPUS MAPS W E S see inside back cover

CLINICAL METHODS IN ORTHOTICS/PROSTHETICS (POST DIPLOMA)

GBC Code S103
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
This is a post-diploma/post-degree program. Graduates from the Orthotics/Prosthetics technical program, graduates in kinesiology, physiotherapy, physical education, engineering, nursing and other related backgrounds will be considered as suitable applicants.

SELECTION PROCEDURES:
An initial pre-screening testing process will take place in late March or early April. Qualified applicants will be interviewed.

ABOUT THE PROGRAM:
The two-year program is co-ordinated between George Brown College and Sunnybrook Health Sciences Centre, with associate clinics at Chedoke-McMaster Hospital and the Canadian Centre for Prosthetics. Students will be trained in making and fitting prostheses (artificial limbs) and orthoses (braces and splints).

Students obtain clinical experience under the direction of certified prosthetists/orthotists.

This program will appeal to students who have a background in health sciences and are interested in working with people and helping patients in their attempts to overcome disabilities.

Graduates will be eligible for certification by the Canadian Board for Certification of Prosthetists and Orthotists. For further information call (416) 242-4864.

This program is unique in Ontario.

CAREER PROSPECTS:
Employment is available in orthotic and prosthetic management at hospitals, rehabilitation centres and private facilities throughout Canada.

SEMESTER 1

ORTH1001	Orthotics/Prosthetics Clinical (Theory) I
ORTH1005	Orthotics/Prosthetics Laboratory Procedures I
ORTH1002	Applied Orthotics/Prosthetics Clinical Techniques I
ANAT1017	Anatomy for Orthotics/Prosthetics I
KINE1002	Kinesiology and Biomechanics

SEMESTER 2

ORTH1003	Orthotics/Prosthetics Clinical Theory II
ORTH1004	Applied Orthotics/Prosthetics Techniques II
ORTH1006	Orthotics/Prosthetics Laboratory Procedures II
ANAT1018	Anatomy for Orthotics/Prosthetics II
PHSL1003	Physiology for Orthotics/Prosthetics

SEMESTER 3

ORTH2003	Orthotics/Prasthetics Clinical Theory III
ORTH2004	Applied Orthotics/Prosthetics Clinical Techniques III
ORTH2007	Orthotics/Prosthetics Laboratory Procedures III
PATH2003	Pathophysiology for Orthotics/Prosthetics I
KINE2001	Prosthetics and Orthotic Clinical Case Studies
ORTH2005	Powered Prosthetics

SEMESTER 4

ORTH2018	Orthotics/Prosthetics Clinical Theory IV
ORTH2008	Orthotics/Prosthetics Laboratory Procedures IV
ORTH2006	Applied Orthotics/Prosthetics Clinical Techniques IV
PATH2004	Pathophysiology for Orthotics/Prosthetics II
ORTH2001	Practice Management and Professional Issues in Orthotics/Prosthetics

For more information or if you are applying to this program, call Dan Blocka at (416) 944-4543 between 9 a.m. and 3 p.m.

PRE-HEALTH SCIENCE

GBC Code R100
St. James Campus
16 Weeks (1 semester)

Starting: September, January, May

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203).

ABOUT THE PROGRAM:
The Pre-Health Science program is offered through the Faculty of Academic Studies and Resources and has been established for people who want to enter a post-secondary health science program but do not have all the admission requirements. It offers necessary background in English, mathematics, social sciences and basic sciences.

Graduates of the program who wish to enter full-time programs in health-related sciences must apply through the normal selection process. Students who achieve satisfactory academic standing in Pre-Health Science will be guaranteed admission into the Nursing program at George Brown. Students may also continue in semester two of the General Arts and Science intensive program.

COURSES

COMM1058	Language and Communications
MATH1041	Mathematics for Pre-Health
PHY1006	Introduction to Physics
CHEM1006	Introduction to Chemistry
BIOL1014	Human Biology
GNED1003	General Education Foundation

For more information, call (416) 867-2197 between 8 a.m. and 4 p.m.

NEED SOME CAREER ADVICE
see pages 8 and 208

HOSPITALITY CENTRE

Dean:
Brian Cooper

Chairs:
Dan Borowec
Dorothy Ellis

HOSPITALITY

The George Brown College Hospitality Centre is Canada's largest and most diversified culinary and hospitality training facility with more than 20 specialized management, apprenticeship and tuition-short programs. Centrally located in the heart of Canada's restaurant and hotel capital, it provides a centre of life-long learning for more than 1,800 full-time and almost 4,500 part-time students in its state-of-the-art hospitality building.

Students take part in industry externships or placements as part of a skill-oriented curriculum that is nurtured by more than 80 of the world's finest training chefs, pastry chefs, hospitality managers and tradespersons.

Students can progress through a variety of programs while at George Brown by combining blocks of specific curriculum. This leads to a variety of options for our students.

Several programs are unique to Canada. These include programs such as Chinese Cuisine and Chef Pre-Employment and post-diploma programs such as Culinary Arts Italian (with a three-month placement in Italy), Food and Nutrition Management (a one-year program leading to supervisory positions in the retirement home and health care industry), Patissier (advanced pastry work) and Sommelier (Canada's only certified wine appreciation and service program). Many of hospitality's part-time continuing education courses count towards full-time certificate and diploma programs as well.

Our keen hospitality students often work part-time at some of the city's best hotels and restaurants while attending classes. Special events, student/industry associations and on-campus clubs, plus regular guest speakers and guest chefs make the Hospitality Centre a unique learning experience. For further information and appointments, phone (416) 867-2225.

BAKING TECHNIQUES

GBC CodeH500
St. James Campus
40 Weeks (2 semesters)

Starting: Fall
Certification: Certificate
No summer classes

Apply to GBC

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Before submitting your application, call the Hospitality Centre to arrange for an interview (416-867-2225). At the interview, the following are required: a completed application form, copies of transcripts, letters of recommendation, a letter stating the reason for entering the program and proof of citizenship (if necessary). Only payment of tuition or sponsorship will ensure the successful candidate's place in the program.

ABOUT THE PROGRAM:
This program prepares students for a career in the international baking industry. It is segmented into specific skill sections that include breads, pastry, cakes and decorating. Each section deals with the practical methods and the theoretical background of a particular specialty. The sections are rounded out with sanitation, nutrition, business communications and mathematics. Students will complete an externship (work experience) as part of the program.

Students may be eligible for sponsorship for the advanced portion of the program by the college's local apprenticeship committee for the trade of baker.

CAREER PROSPECTS:
This program covers the entire baker apprentice in-school work. Graduates may become apprentice bakers with credit hours towards their professional certification. Alternatively, they may take positions in commercial bakeries, large hotels and institutions or small bakery shops concentrating in one of several specialist aspects of baking.

ADVANCED STANDING:
Graduates may qualify to take a Patissier program at George Brown College following work experience. Call the Hospitality Centre for more details.

HOSF5086	Sanitation Safety
NUTR1005	Nutrition
MATH5011	Mathematics
COMM5022	Language and Cammunications
HOSF5032	Cake Theory
HOSF5007	Cake Craft
HOSF5033	Cookie Theory
HOSF5008	Cookie Craft
HOSF5031	Pastry Theory
HOSF5006	Pastry Craft
HOSF5030	Bread Theory
HOSF5005	Bread Craft
HOSF5034	Decarating Theory
HOSF5009	Decarating Craft
HOSF5026	Ingredient Projects
HOSF5027	Bakery Management

For mare information, call the Hospitality Centre at (416) 867-2225 between 9 a.m. and 4 p.m.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

CHEF TRAINING (PRE-EMPLOYMENT)

GBC Code H104
St. James Campus
34 Weeks

Starting: September, January
Certification: Certificate
Summer classes with January intake

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) with one credit in Grade 11 accounting or mathematics and Grade 12 English at or above the general level, or mature student status (see page 203).

SELECTION PROCEDURES:
Qualified applicants are invited to attend an orientation session.

ABOUT THE PROGRAM:
This program provides the complete in-school portion of the apprentice cook certification program. Graduates will be considered for direct entry into the 3rd semester of the Culinary Management program with the addition of accounting or direct entry into the Culinary Arts – Italian program with acceptable experience.

This program is equivalent to the in-school requirements of the provincial apprenticeship basic and advanced program. Graduates receive total credit for their hours when they register as an apprentice cook.

The program includes food theory classes covering all aspects of food products and preparation, and demonstrations by experienced, qualified chefs on how to prepare food items, followed by hands-on preparation by students using small- and large-quantity recipes to produce dishes used by our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management, and food, beverage and labour cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens. Students will complete an externship in Toronto's leading training restaurants, hotels or catering establishments as part of their program.

CAREER PROSPECTS:
Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

ADVANCED STANDING:
Students may qualify for the second year of Culinary Management and for Culinary Arts – Italian (post-diploma).

SEMESTER 1

HOSF1008	Bake Theory
HOSF1004	Techniques of Baking
HOSF1026	Culinary Techniques – Basic
HOSF1016	Quantity Food Preparation
MATH1039	Business Mathematics
NUTR1009	Basic Nutritian
HOSF1032	Food Theory – Basic
HOSF1014	Kitchen Management
HOSF1036	Sanitation, Safety and Equipment
GNED000	General Education Elective

SEMESTER 2

HOSF1006	Pastry, Dessert and Related Theory
HOSF1033	Food Theory – Advanced
HOSF1028	Culinary Techniques Advanced
HOSF1018	Cuisine á la Carte
MATH1039	Business Mathematics
HOST1006	Food, Beverage and Labour Cantral
HOST1010	Haspitality Camputer Cancepts I
HOSF1010	Wark Experience – Externship
COMM1059	Language and Cammunicatians
GNED1004	General Educatian Faundatian

Specific caurses will nat necessarily be offered in the semester indicated.

For mare information, call the Haspitality Centre at (416) 867-2225 between 9 a.m. and 4 p.m.

CHINESE COOKING (BASIC)

GBC Code H512
St. James Campus
12 Weeks

Starting: Various times throughout the year
Certification: Certificate
No summer classes

Apply to GBC

PREREQUISITES:
Grade 10 (with credits at or above general level).

SELECTION PROCEDURES:
Before submitting your application, call the Hospitality Centre to arrange for an interview (416-867-2225). At the interview, the following are required: a completed application form, copies of transcripts, letters of recommendation, a letter stating the reason for entering the program and proof of citizenship (if necessary). Only payment of tuition or sponsorship will ensure the successful candidate's place in the program.

ABOUT THE PROGRAM:
This program prepares students for careers as cooks in Chinese restaurants. It teaches the food preparation, kitchen supervision and theoretical methods for various styles of Chinese cuisine. Students prepare regional specialties such as Dim Sum, Cantonese cuisine, Szechuan cuisine, barbecue and chop suey type dishes in our Chinese-style food laboratory. Each practice session is preceded by a demonstration and discussion of specific methods conducted by a noted expert in that particular field. Cantonese terms are used throughout the course to describe ingredients and cooking methods. If the entire class is fluent in Cantonese, the class may be taught in that language.

CAREER PROSPECTS:
Graduates are employed as third, second and first cook and, with experience, chef in a variety of Chinese restaurants. This program is actively supported by the Ontario Chinese Restaurant Association.

COURSES

HOSF5088	Sanitation
HOSF5071	Food Theory
HOST5012	Menu Planning
HOSF5048	Cantonese Preparation
HOSF5050	Dim Sum Preparation
HOSF5052	Chop Suey and Food Preparation
HOSF5054	Szechuan Preparation
MATH5024	Mathematics
COMM5046	Communications

For more information call the co-ordinator at (416) 867-2250 between 9 a.m. and 4 p.m.

CHINESE COOKING (ADVANCED)

GBC Code H514
St. James Campus
12 Weeks

Starting: Various times throughout the year
Certification: Certificate
No summer classes

Apply to GBC

PREREQUISITES:
Successful completion of the Chinese Cooking (Basic) program and work experience.

ABOUT THE PROGRAM:
This program continues and elaborates on the skills acquired in the basic program and in the work experience. It reinforces the practical sessions on advanced food preparation by discussion of food storage, purchasing and receiving, recipe costing, portion control and yields, human relations, market evaluation, hospitality law and Chinese kitchen layouts. Cantonese terms are used throughout the course to describe ingredients and cooking methods. If the entire class is fluent in Cantonese, the class may be partially taught in that language.

CAREER PROSPECTS:
Graduates are employed as third, second and first cook and, with experience, chef in a variety of Chinese restaurants. This program is actively supported by the Ontario Chinese Restaurant Association.

These programs are unique in Ontario.

COURSES

HOSF5090	Sanitation
HOSF5072	Food Theory
HOST5020	Kitchen Management
HOSF5056	Cantonese Preparation
HOSF5058	Dim Sum Preparation
HOSF5062	Barbecue Preparation
HOSF5064	Chop Suey Preparation
HOSF5060	Szechuan Preparation

Students will complete a compulsory externship in a recognized Chinese restaurant between the basic and advanced program.

For more information call the co-ordinator at (416) 867-2250 between 9 a.m. and 4 p.m.

CULINARY ARTS – ITALIAN (POST DIPLOMA)

GBC Code H401
St. James Campus
33 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Applicants must have graduated from a two-year Culinary Management program, an Advanced Food Preparation program, an Advanced Apprentice Cook program or Chef Pre-Employment and they must have one year of acceptable work experience. Throughout the program students are expected to work part-time in an Italian restaurant kitchen.

ABOUT THE PROGRAM:
This program provides graduate cooks with the opportunity to study the culture, art and wines of Italy, as well as its many regional cuisines. Students combine a four-day-per-week, in-college skill development program with on-the-job practical experience in Toronto Italian restaurants. The final 15 weeks of the program will be an externship arranged by our Italian Advisory Committee in the finest Italian restaurants of Italy, San Francisco or New York. Students actively participate in specialty fundraising events with the Italian restaurant community to assist in sponsoring their travel to and from Italy.

This program is unique in Canada.

CAREER PROSPECTS:
Successful graduates will find employment in one of the many Italian specialty restaurants, or use the experience to enhance their repertoire of special menus for large hotels or institutions.

SEMESTER 1

HOSF4002	Dimensions of Italian Culture and Language
HOSF4008	Italian Culinary Theory
HOST4004	Italian Wines
HOSF4009	Italian Menu Development
HOSF4006	Italian Food Preparation Techniques
HOSF4007	Italian Small Quantity Food Prep/Lab
HOSF4001	Italian Baking and Dessert Craft
HOSF4011	Italian à la Carte Kitchen and Dining Service

SEMESTER 2

HOSF4003	Work Experience – Externship

For more information, call Ivana Zambotti at (416) 867-2247 between 9 a.m. and 4 p.m.

YOUR PROGRAM MAY OFFER A BURSARY OR SCHOLARSHIP.
Contact your Program Coordinator or the Financial Assistance Office to find out.

CULINARY MANAGEMENT

GBC Code H100
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS
Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) with one credit in Grade 11 accounting or mathematics and Grade 12 English at or above the general level or equivalent, or mature student status (see page 203).

Graduates of Chef Pre-Employment, Basic and Advanced Food Preparation or an apprentice cook program qualify for direct entry into the second year.

SELECTION PROCEDURES:
Applicants should call the Hospitality Centre at 416-867-2225 to arrange for an interview or to attend an orientation session.

BACKGROUND:
Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM:
The Culinary Management program provides training in all aspects of food preparation, cooking and presentation to international standards. Graduates are well versed in kitchen organization and management. The program includes periods of work experience with top Ontario chefs.

Successful candidates complete the in-school portion of the basic and advanced apprentice cook program with the subsequent hours of credit.

After two years of work in the industry, graduates are eligible to write the professional certification examination for the trade of journeyperson cook.

CAREER PROSPECTS:
Career opportunities in the field of professional food preparation are excellent. Graduates find employment in large hotels and food operations as well as in more intimate restaurants and clubs.

JOB DESCRIPTIONS:
Chef de Partie – Reporting directly to the sous (assistant) chef, the chef de partie is responsible for the operation of a major department (partie) within a large kitchen organization including the ordering and preparation of food, quality control, cost control and the supervision of staff.

Sous Chef – Reporting directly to the executive chef, the sous chef is responsible for the day-to-day preparation of food and the supervision of staff for all departments within the kitchen, ensuring that the food prepared meets the standards set by the establishment in quality and cost. The sous chef is also fully responsible for the kitchen in the absence of the executive chef.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from courses in Ryerson Polytechnic University's Bachelor of Applied Arts program in Hospitality and Tourism Management. This program also qualifies students for additional hours towards provincial certification as a cook. Graduates may take the Food Service Supervisor or Culinary Arts – Italian.

SEMESTER 1

HOSF1029	Food Theory – Basic
HOSF1023	Culinary Techniques – Basic
HOSF1013	Quantity Food Preparation
HOSF1007	Bake Theory
HOSF1041	Techniques of Baking
HOSF1034	Sanitation, Safety and Equipment
MATH1007	Business Mathematics
HOST1012	Restaurant Operations
MARK1010	Marketing I
ACCT1007	Accounting I
GNED000	General Education Elective

SEMESTER 2

HOSF1031	Food Theory – Advanced
HOSF1024	Culinary Techniques – Advanced
HOSF1014	Cuisine à la Carte
HOSF1002	Pastry, Dessert and Related Theory
NUTR1005	Basic Nutrition
HOST1008	Hospitality Computer Concepts
HOST1005	Food, Beverage and Labour Cantral
COMM1047	Business Communication
ACCT1008	Accounting II
HOSF1010	Work Experience – Externship
GNED1004	General Education

SEMESTER 3

HOSF2005	Food Theory
HOSF2004	Food Preparation Garde Manger
HOSF2003	International Cuisine à la Carte
HOSF2007	Advanced Pastry Skills I
LAW2014	Law
MARK2011	Marketing II
ACCT2017	Financial Management
HOST2004	Hospitality Computer Projects
GNED000	General Education

SEMESTER 4

HOSF2013	Wines
HOSF2008	Culinary Techniques International
HOSF2001	Advanced Pastry Skills II
HRM2012	Human Resources
HOST2011	Management Projects
MARK2014	Marketing III
HOSF2002	Work Experience
HOST2006	Supervision
GNED000	General Education

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality Centre at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD AND BEVERAGE MANAGEMENT
(RESTAURANT MANAGEMENT)

GBC Code H102
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS
Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) with one credit in Grade 11 accounting or mathematics and Grade 12 English at or above the general level, or mature student status (see page 203).

SELECTION PROCEDURES:
Qualified applicants are invited to attend an orientation session.

BACKGROUND:
Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM:
The food industry is the most rapidly expanding area of the service sector of Canada's economy. In 1992, it offered more than 90,000 new jobs.

Fascinating opportunities exist in restaurants, commercial, social and industrial catering, airline food service, health care facilities, hotels, resorts and fast food operations.

Students graduate with thorough training in practical and management skills, using modern facilities that include a fully equipped bar, food preparation stations and a private licensed dining lounge.

As well as the latest innovations in food service management, students learn banquet catering, food and beverage control, restaurant accounting, nutrition and personnel management.

The college has externship programs with many of Ontario's top restaurants and catering establishments.

CAREER PROSPECTS:
Graduates can look forward to positions in restaurants, institutions and catering companies at the mid-management level. Many begin their careers as management trainees, spending approximately six months working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation.

JOB DESCRIPTIONS:
Management Trainee – Works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager – Responsible for the complete operation of a restaurant or food service facility, from supervising employees to maintaining excellent customer relations.

Food and Beverage Manager – Responsible for one of the most challenging departments within a large food service operation or hotel. The position includes responsibility for training and supervising staff, planning menus, cost control, sanitation and an excellent food production system.

Owner – Often having started out with small fast-food or specialty restaurants, many of our graduates own and operate successful food operations.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from courses in Ryerson Polytechnic University's Bachelor of Applied Arts program in Hospitality and Tourism Management. Graduates may also qualify for exemptions in other hospitality programs at George Brown.

SEMESTER 1

HOSF1029	Food Theory – Basic
HOSF1023	Culinary Techniques – Basic
HOSF1034	Sanitation, Safety and Equipment
MATH1006	Business Mathematics
HOSF1037	Food and Beverage Service I
MARK1004	Marketing I
HOST1012	Restaurant Operations
ACCT1006	Accounting I
COMM1007	College English
HOST1008	Hospitality Computer Concepts
GNED000	General Education (TBD)

SEMESTER 2

HOSF1031	Food Theory – Advanced
HOSF1024	Culinary Techniques – Advanced
HOST1005	Food, Beverage and Labour Cantral
COMM1052	Business Communications II
HOST1011	Mixalogy
HOSF1038	Food and Beverage Service II
ACCT1008	Accounting II
HOSF1011	Work Experience – Externship
HOST1003	Dimensions of Taurism
GNED1004	General Education

SEMESTER 3

HOSF2003	International Cuisine à la Carte
MARK2011	Marketing II
HRM2010	Human Resources
ACCT2017	Financial Management
HOST2004	Hospitality Computer Projects
HOST2006	Supervision
NUTR1005	Basic Nutrition
GNED000	General Education

SEMESTER 4

LAW2011	Law and Security
HOST2013	Wines
MARK2014	Marketing III
HOST2012	Convention and Banquet Service
HOSF2006	Advanced Food and Beverage Services
HOST2010	Management Projects
HOSF2002	Work Experience
HOST2015	Bar Management
HOSP207	Financial Management II
GNED000	General Education

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality Centre at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD PREPARATION/GENERAL (BASIC)

GBC Code H505
St. James Campus
20 Weeks

Apply to GBC

Starting: Every 20 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 203).

SELECTION PROCEDURES:
Applicants must call the Hospitality Centre to arrange for an interview (416-867-2225). At the interview, the following are required: a completed application form, copies of transcripts, letters of recommendation, a letter stating the reason for entering the program and proof of citizenship (if necessary). Only payment of tuition or sponsorship will ensure the successful candidate's place in the program.

ABOUT THE PROGRAM:
The program includes food theory classes covering all aspects of food product preparation, with demonstrations by experienced qualified chefs on how to prepare food items, followed by hands-on preparation by students using small and large quantity recipes to produce dishes used by our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management and food cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens.

CAREER PROSPECTS:
Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

Students who successfully complete this program may be given direct entry into the advanced level program or enter the industry with 450 credit hours granted towards their professional designation as a journeyperson cook.

ADVANCED STANDING:
This is a foundation course that can lead to all hospitality diploma programs. Students must complete the Food Preparation/General Basic and Advanced programs to receive the in-school portion of their apprenticeship.

COURSES

HOSF5028	Bake Theory
HOSF5003	Techniques of Baking
COMM5027	Language and Communications
HOSF5066	Culinary Techniques – Basic
HOSF5046	Quantity Food Preparation – Basic
MATH5009	Mathematics
NUTR5002	Basic Nutrition
HOSF5068	Food Theory – Basic
HOST5018	Kitchen Management
HOST5005	Dimensions of Tourism
HOSF5082	Sanitation, Safety and Equipment

Students will complete an externship in Toronto's leading training restaurants, hotels or catering establishments as part of their program.

For more information, call the Hospitality Centre at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD PREPARATION/GENERAL (ADVANCED)

GBC Code H507
St. James Campus
20 Weeks

Apply to GBC

Starting: Every 20 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 (with credits at or above general level) or mature student status (see page 203) and successful completion of Food Preparation General Basic.

ABOUT THE PROGRAM:
This program completes the requirements for the in-school portion of the journeyperson cook certificate. Graduates are urged to enter the industrial training section of the apprenticeship program, for which they have hours credited.

Graduates may be considered for direct entry into the 3rd semester of the Culinary Management program, if they obtain credits in accounting and computer concepts.

CAREER PROSPECTS:
Excellent career opportunities are available in hotel restaurants, clubs and institutions as a cook. Graduates can progress to positions of head cook, chef or kitchen manager.

ADVANCED STANDING:
Graduates of this program receive up to 450 hours towards their certification of qualification for the trade of cook. Students who successfully complete this program may enter the Food and Beverage Management, Culinary Management, and Culinary Arts – Italian programs with exemptions.

COURSES

HOSF5029	Bake Theory
HOSF5004	Pastry and Desserts
HOSF5069	Food Theory – Advanced
HOSF5067	Culinary Techniques – Advanced
HOSF5047	Cuisine à la Carte
HOSF5007	Food, Beverage and Labour Control
COMM5028	Language and Communications

Students will complete an externship in Toronto's leading restaurants, hotels or catering establishments as part of their program.

For more information, call the Hospitality Centre at (416) 867-2225 between 9 a.m. and 4 p.m.

George Brown also offers more than 1,000 Part-time and Evening courses. Call 867-2464 or 1-800-263-8995 for a calendar

FOOD SERVICE AND BARTENDING

GBC Code H510
St. James Campus
20 Weeks

Apply to GBC

Starting: Every 10 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 (with credits at or above general level) or mature student status (see page 203).

SELECTION PROCEDURES:
Applicants must call the Hospitality Centre to arrange for an interview (416-867-2225). At the interview, the following are required: a completed application form, copies of transcripts, letters of recommendation, a letter stating the reason for entering the program and proof of citizenship (if necessary). Only payment of tuition or sponsorship will ensure the successful candidate's place in the program.

ABOUT THE PROGRAM:
This 20-week program integrates the skills of food and beverage service techniques over two 10-week blocks.

The theory and practical, hands-on skills of food service are taught in a formal dining room where students are required daily to serve five-course meals. Skills are built gradually, moving from the basic to the more complex. Bartending is taught in a modern, 22-station mixology laboratory with theory and hands-on practice combined. Sanitation and dimensions of the industry round out Semester I. Semester II provides introductions to marketing, restaurant accounting procedures, wine appreciation and advanced service such as flambé work and food preparation at the tableside.

CAREER PROSPECTS:
Graduates find positions in table service in large and small restaurants or food service operations from fast-food areas to fine formal dining rooms. In addition, the skill of bartending will allow the extra flexibility to obtain a position as a bartender in bars, taverns, discos and clubs.

ADVANCED STANDING:
This is a foundation course that enables students to transfer credits to Hotel Management, and Food and Beverage Management programs.

SEMESTER 1

HOSF5087	Sanitation and First Aid
HOST5016	Mixology
HOST5024	Dining Room Organization I
HOST5025	Basic Dining Room Service I
MATH5001	Business Mathematics
COMM5045	Business Communications

SEMESTER 2

LAW5004	Hospitality Law
ACCT5005	Hospitality Accounting Procedures
HOST5017	Mixology
HOST5028	Wines
HOST5026	Dining Room Organization II
HOST5027	Dining Room Service II
HOSF5044	Work Experience – Externship

Work Experience is offered during the second semester of the program. It will replace two weeks of regular classes on a rotating basis.

For more information, call the Hospitality Centre at (416) 867-2225 between 9 a.m. and 4 p.m.

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See Inside Front Cover for Details.

FOOD AND NUTRITION MANAGEMENT
(POST DIPLOMA)

GBC Code H402
St. James Campus
33 Weeks

Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Applicants must have successfully completed either a two-year hospitality management program from an Ontario community college or completed the equivalent of basic and advanced apprentice cooking programs and selected management subjects.

SELECTION PROCEDURES:
Candidates must attend an orientation as part of the selection process. Call the Hospitality Centre to make an appointment at (416) 867-2225.

ABOUT THE PROGRAM:
There is a critical need for certified food service supervisors in health-care facilities across Ontario and Canada. With the dramatic growth of retirement, extended care and nursing homes, as well as hospitals and health-care facilities catering to Canada's rapidly growing senior population, graduates of hospitality management programs are attracted to this well-paid, fulfilling and demanding occupation.

George Brown's one-year program is tailored to the food service and hospitality graduates of Ontario colleges. This post-diploma program includes courses in applied food chemistry, physiology, therapeutic diets, psychology, advanced nutrition, sanitation and safety, in addition to expanded financial management and human relations courses of the existing common core hospitality programs offered at George Brown and other Ontario colleges.

The program combines in-school instruction with compulsory clinical and administrative field work placements.

CAREER PROSPECTS:
Graduates will qualify to write the Canadian Society of Nutrition Management examination. Membership in the C.S.N.M. is a prerequisite to hold a supervisory position in a provincially accredited health-care facility.

SEMESTER 1

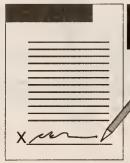
PHSL4001	Basic Physiology
NUTR4002	Advanced Nutrition
HOSF4010	Infection Control and Safety
COMM4004	Communications
HOST4003	Menu Planning II
NUTR4001	Therapeutic Diets

SEMESTER 2

NUTR4001	Therapeutic Diets
PSY4001	Introduction to Psychology
MGMT4005	Supervisory Techniques
HOSF4005	Experimental Applied Food Chemistry
HOST4002	Operational Controls
COMM4004	Communications
HOST4001	Food Service Facilities
HOSF4004	Field Placement

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality Centre at (416) 867-2225 between 9 a.m. and 4 p.m.


HOW TO APPLY
see page 6

HOTEL MANAGEMENT

GBC Code H103
St. James Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) with one credit in Grade 11 accounting or mathematics and Grade 12 English at or above the general level, or mature student status (see page 203).

SELECTION PROCEDURES:
Qualified applicants are invited to attend an orientation session.

BACKGROUND:
Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM:
Highly skilled management is vital to the efficient operation of modern hotels. The hotel industry is an around-the-clock business and it needs men and women who are prepared to meet the challenges it offers.

Students in Hotel Management learn practical skills in the most modern facilities available, including a fully equipped bar, food preparation stations, a private, licensed dining lounge and a front desk classroom with models of hotel operations.

In the well-established work experience training program, students may spend time with the department heads of world-famous Canadian hotels learning, under expert supervision, what the hotel industry is all about.

A special Hotel Management section is available to qualified international students.

CAREER PROSPECTS:
Graduates can look forward to a variety of positions within a hotel, such as front office, sales, catering, beverage control, accounting, personnel or purchasing as well as the potential for careers in the closely related food service industry.

JOB DESCRIPTIONS:
Front Office and Reception – The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

Sales – The salesperson visits local and out-of-town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Beverage – The food and beverage manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets – The banquet manager supervises the setup and service of banquets, weddings, receptions, meetings and conventions.

Accounting – The food and beverage controller compiles cost and profit statistics, prices and menus, forecasts business trends and reports to management on cost-saving measures.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from courses in Ryerson Polytechnic University's Bachelor of Applied Arts program in Hospitality and Tourism Management, and a variety of programs in George Brown's Hospitality Centre.

SEMESTER 1

HOSF1029	Food Theory – Basic
HOSF1023	Culinary Techniques – Basic
HOSF1034	Sanitation, Safety and Equipment
MATH1006	Business Mathematics
HOSF1037	Food and Beverage Service I
HOSF1007	Housekeeping
HOST1012	Restaurant Operations
ACCT1006	Accounting I
COMM1007	College English
GNED000	General Education

SEMESTER 2

HOST2002	Front Desk Procedures
HOST1011	Mixology
MARK1004	Marketing
HOST1003	Dimensions of Tourism
NUTR1005	Basic Nutrition
HOST1005	Food, Beverage and Labour Control
COMM1052	Business Communications II
HOSF1038	Food and Beverage Service II
HOSF1008	Hospitality Computer Concepts
ACCT1008	Accounting II
HOSF1011	Work Experience – Externship
GNED1004	General Education Foundation

SEMESTER 3

MARK2011	Marketing II
HOST2001	Front Office Operations
HRM2010	Human Resources
ACCT2017	Financial Management
HOST2013	Wines
HOST2004	Hospitality Computer Projects
HOST2008	Hotel Sales
GNED000	General Education

SEMESTER 4

LAW2011	Law and Security
MARK2014	Marketing III
HOST2012	Convention and Banquet Service
HOST2010	Management Projects
hasF2002	Work Experience
HOST2005	Supervision
HOSF2009	Operations Management
GNED000	General Education

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality Centre at (416) 867-2225 between 9 a.m. and 4 p.m.

RETAIL MEAT CUTTING

GBC Code H501
St. James Campus
20 Weeks

Starting: At various times throughout the calendar year
Summer classes, depending on start date

Apply to GBC

SELECTION PROCEDURES:
Applicants must call the Hospitality Centre to arrange for an interview (416-867-2225). At the interview, the following are required: a completed application form, copies of transcripts, letters of recommendation, a letter stating the reason for entering the program and proof of citizenship (if necessary). Only payment of tuition or sponsorship will ensure the successful candidate's place in the program.

PREREQUISITES:
Grade 10 (with credits at or above general level) or mature student status (see page 203). High standards of personal hygiene. Pre-entrance orientation session.

ABOUT THE PROGRAM:
At George Brown College, we have the most complete meat cutting laboratories, staffed by several of the best-known meat cutters in the industry.

Working in refrigerated meat laboratories, students divide their activity between industry meat production and private customer orders, which account for thousands of dollars of meat purchases annually. This permits students to have comprehensive hands-on work experience, which develops their speed, accuracy and self-confidence before moving into the industry.

The in-school portion of training offers all subjects required for the apprentice meat cutter, such as meat cutting practice, theory of meats, business procedures, business mathematics and written communications.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Professional meat cutters are employed by independent meat stores, chain store meat departments, hotel and restaurant portion control supply houses, and catering organizations.

Graduates of this program, because of their skill and immediate value to an employer, usually experience little difficulty in finding an employer of their choice. Graduates may qualify to write the professional certification examination for retail meat cutting.

COURSES

COMM5036	Language and Communications
HOSF5078	Business Procedure
MATH5015	Business Mathematics
HOSF5073	Practical Meat Cutting
HOSF5075	Trade Theory
HOSF5080	Sanitation and Safety

Students will also complete an industry externship as part of the program.

For more information, call the Retail Meat Cutting office at (416) 867-2000 ext. 2399 between 9 a.m. and 3 p.m.

N CAMPUS MAPS
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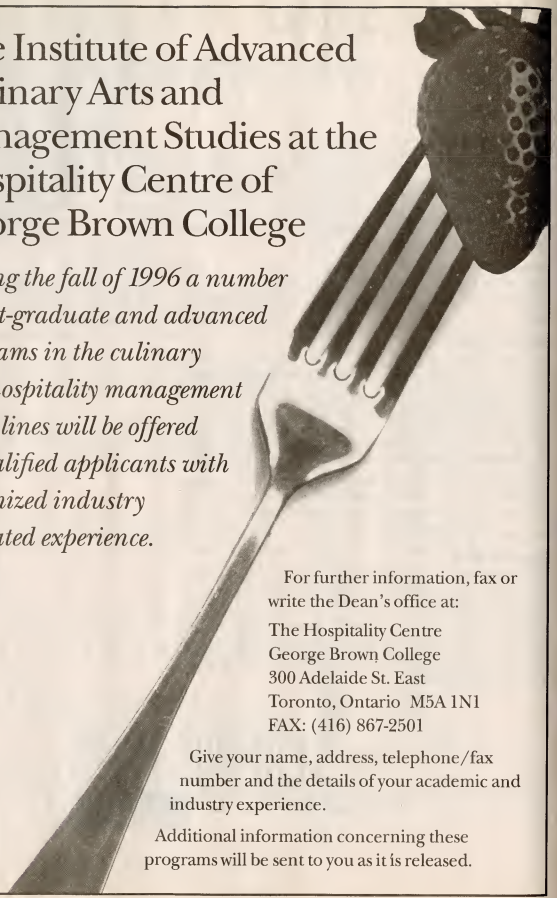
S
see inside back cover

The Institute of Advanced Culinary Arts and Management Studies at the Hospitality Centre of George Brown College

During the fall of 1996 a number of post-graduate and advanced programs in the culinary and hospitality management disciplines will be offered to qualified applicants with recognized industry or related experience.



For further information, fax or write the Dean's office at:

The Hospitality Centre
George Brown College
300 Adelaide St. East
Toronto, Ontario M5A 1N1
FAX: (416) 867-2501

Give your name, address, telephone/fax number and the details of your academic and industry experience.

Additional information concerning these programs will be sent to you as it is released.

FACULTY OF SCIENCE & TECHNOLOGY

Chairpersons:
Phil Porcheron
Centre for the Trades and Engineering Technology

Marilyn Rinaldo
Centre for Continuous Learning

Hilde Zimmer
Centre for Advanced Engineering Technology

The Faculty of Science and Technology is committed to providing the best possible learning environment for its students. The way in which we offer our quality, career-oriented education is an important part of this commitment.

On the following pages you'll see that some of our programs have their first year in common with others in the same general field. This means you don't have to make a final career choice until your second year. Similarly, you can register in a three-year program but take a break after successful completion of the first two years – when a technician diploma is awarded – and return later to complete the technology diploma.

You may opt to take a partial course load in one of your years at the college in order to work part-time or to give yourself more time for study.

You may take courses from any of the semesters listed for your program, as long as you have the prerequisites before registration. (For example, you must take Drafting 1 before taking Drafting 2.) Some of the graduation requirements may be completed by taking selected evening courses or by transfer of credits from other post-secondary institutions.

Your program chairperson will be pleased to assist you in planning your course of action. If you have any questions, please call the phone number listed on the program page.

AIR CONDITIONING/REFRIGERATION
ENGINEERING TECHNICIAN

GBC Code T100
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 mathematics and English. Some science is recommended.

ABOUT THE PROGRAM:
The first two years of the Air Conditioning and Refrigeration Technology program are common with this program.

During the last decade, air conditioning has developed into one of Canada's fastest growing industries. By pioneering specialized systems that heat, cool, humidify, circulate, filter and purify the air, it has contributed to achievements ranging from space travel to solar heating.

The student will gain a broad and intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. The program focuses closely on practices used in industry. Well-equipped laboratories reinforce the practical aspects of the subject matter. Graduates qualify for membership in the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).

CAREER PROSPECTS:
System Design – The technician works with a professional engineer in calculating heat load; sizing pipes, ducts and other equipment; planning site layouts and preparing drawings.

Sales Promotion – The technician prepares estimates and drawings so that competitive quotations may be given and provides technical support to sales staff in answering engineering queries.

System Balancing – The technician plans, recommends, and carries out adjustment to air distribution, air quantities and velocities in order to maintain air supplies at recommended design conditions.

Estimating – The technician investigates new construction contracts to determine how an employer's product may best be used. Material and cost lists are prepared that demand a specialized heating, ventilating and air conditioning (HVAC) knowledge.

ADVANCED STANDING:
Students who successfully complete this program may enter into the third year of the Air Conditioning/Refrigeration Engineering Technology program at George Brown. They may also qualify for some exemptions in engineering programs at Queen's University, Lakehead University and the University of Western Ontario.

SEMESTER 1

HVAC1001	Refrigeration Theory
HVAC1002	Heat Load Calculation
HVAC1006	Electrical Fundamentals for HVAC
HVAC1007	Drafting for HVAC
HVAC1003	Laboratory Applications
MATH1005	Mathematics
GNED1011	General Education Foundation

SEMESTER 2

HVAC1005	Fuels Technology
HVAC1004	HVAC System Design
HVAC1008	Electrical Circuit Analysis for HVAC
HVAC1009	Drafting for HVAC
PHY1002	Applied Physics
COMM1007	College English
ELECT110	Elective – General Education

SEMESTER 3

HVAC2007	Fuels Technology
HVAC2001	HVAC System Design
HVAC2002	System Control
HVAC2008	Drafting for HVAC
MATH2003	Mathematics
ELECT110	General Education
COMM1034	Professional Communications I

SEMESTER 4

HVAC2003	Refrigeration Theory
HVAC2004	HVAC System Design
HVAC2005	System Control
HVAC2010	Computer Applications for HVAC
HVAC2006	Laboratory Applications
HVAC2009	Estimating for HVAC
PHY2001	Applied Physics
ELECT100	General Education

For more information, call the co-ordinator at (416) 944-4366 or Trades and Engineering Technology at (416)944-4595.

AIR CONDITIONING/REFRIGERATION
ENGINEERING TECHNOLOGY

GBC Code T107
Casa Loma Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 mathematics and English. Some science is recommended.

ABOUT THE PROGRAM:
The first two years of this program are common with the Air Conditioning and Refrigeration Technician program.

High technology is having an impact on the heating, ventilating and air conditioning (HVAC) field. New opportunities are now arising in organizations for people with training beyond the two-year technician level. This program is intended to supplement the knowledge gained as a technician and to expand on those specialized areas for which industry is demanding higher levels of expertise, notably, at a junior engineer or technologist level. The program monitors industry practices for evaluating HVAC systems and design. Graduates qualify for membership in the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).

CAREER PROSPECTS:
In addition to those offered at technician level:

System Design – Under the direction of an engineer, the technologist will use the latest techniques in computer aided design programs for heating, ventilating and air conditioning (HVAC) systems, in estimating, sizing and equipment selection practices.

System Commissioning – The technologist checks all aspects of a complete HVAC system on start-up and carries out any control settings and balancing adjustments necessary to maintain correct distribution of conditioned air.

Project Coordinator – The technologist is the liaison between the engineering design team and site mechanics to ensure installation of equipment proceeds according to design requirements.

Building Management (Mechanical) – The technologist may direct other staff to ensure that all mechanical systems function in good order in a group of buildings, such as a high-rise apartment complex.

Testing and Research – The technologist is employed by organizations such as the Canadian Standards Association or the Canadian Gas Association, testing equipment and recommending improvements, before marketing permission is given.

Automatic Controls – The technologist is a team member in a controls manufacturing company and is responsible for design, quality control and marketing of HVAC control systems, which often emphasize digital and microprocessor systems.

ADVANCED STANDING:
Students who successfully complete this program may qualify for some exemptions in engineering programs at Queen's University, Lakehead University and the University of Western Ontario.

SEMESTER 1

HVAC1001	Refrigeration Theory
HVAC1002	Heat Load Calculation
HVAC1006	Electrical Fundamentals for HVAC
HVAC1007	Drafting for HVAC
HVAC1003	Laboratory Applications
MATH1005	Mathematics
GNED1011	General Education Foundation

SEMESTER 2

HVAC1005	Fuels Technology
HVAC1004	HVAC System Design
HVAC1008	Electrical Circuit Analysis for HVAC
HVAC1009	Drafting for HVAC
PHY1002	Applied Physics
COMM1007	College English
ELECT110	Elective – General Education

SEMESTER 3

HVAC2007	Fuels Technology
HVAC2001	HVAC System Design
HVAC2002	System Control
HVAC2008	Drafting for HVAC
MATH2003	Mathematics
ELECT110	General Education
COMM1034	Professional Communications I

SEMESTER 4

HVAC2003	Refrigeration Theory
HVAC2004	HVAC System Design
HVAC2005	System Control
HVAC2006	Laboratory Applications
HVAC2009	Estimating for HVAC
PHY2001	Applied Physics
HVAC2010	Computer Applications for HVAC
ELECT110	General Education

SEMESTER 5

HVAC3003	Refrigeration Theory and Lab
HVAC3001	HVAC System Design
HVAC3004	Energy Management in HVAC Systems
HVAC3007	Computer Applications
MATH3003	Mathematics
COMM3002	Technological Thesis
ELECT110	General Education

SEMESTER 6

HVAC3002	HVAC System Design
HVAC3005	Energy Management in HVAC Systems
HVAC3006	HVAC Plumbing/Fire Protection Systems
HVAC3008	Computer Applications for HVAC
MATH3004	Mathematics
HVAC3009	Contract Administration for HVAC
COMM3002	Technological Thesis

For more information, call the co-ordinator at (416) 944-4366 or Trades and Engineering Technology at (416)944-4595.

APPLIANCE SERVICING

GBC Code T503
Casa Loma Campus
36 Weeks

Starting: Continuous intake, every 18 weeks
Certification: Certificate
Summer classes, depending on start date

Apply to GBC

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 203), and/or admission test.

ABOUT THE PROGRAM:
This program gives a thorough knowledge of the theory and practice required for the maintenance and repair of home appliances. The student should have a high mechanical aptitude. Graduates are prepared for occupations in servicing and as factory representatives, field representatives, appliance salespeople, appliance inspectors and production supervisors. Courses in laundry equipment, refrigeration and electrical appliances are presented in blocks of six weeks.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Servicing: The graduate will diagnose service problems and repair clothes washers, clothes dryers, dishwashers, ranges, microwave ovens, refrigerators, freezers and window air conditioners. This may be done in the customer's home or other locations.

Sales: The salesperson will market and give technical advice to potential customers in department or appliance stores.

COURSES

APPL5011	Electricity for Appliances
MATH5031	Mathematics
APPL5001	Canventianal and Microwave Ranges
MATH5032	Mathematics
APPL5002	Basic Refrigeratian and Refrigerators
MGMT5006	Small Business Management
APPL5003	Freezers and Room Air Canditianers
MGMT5002	Small Business Management
APPL5004	Dishwashers and Clathes Dryers
MGMT5003	Small Business Management
APPL5005	Clathes Washers and Campactars
MGMT5004	Small Business Management
APPL5006	Gas Appliances

Far more informatian, call the ca-ardinator at (416) 944-4367 ar Trades and Engineering Technology at (416) 944-4595.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

ARCHITECTURE TECHNICIAN – DRAFTING

GBC Code T102
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and technical math are required.

ABOUT THE PROGRAM:
The architectural drafting technician is one of a team of technical personnel involved in the construction industry. Within the classroom environment, an office atmosphere is simulated by encouraging students to work in small groups and by using actual building projects from industry as case studies. Job site visits, guest speakers and other events are arranged to give students a complete understanding of actual residential and commercial projects.

Areas that give the student a broad base for a complete understanding of the building design and construction process include architectural drafting and design, production of working drawings, estimating and surveying systems information. Architectural presentation includes perspective, shades and shadows, and pen and ink rendering of interiors and exteriors.

Courses in building materials and methods provide a thorough knowledge of the correct use and applications of building materials for and within the building environment.

Computer-aided drafting (AutoCAD) is emphasized throughout.

CAREER PROSPECTS:
Graduates can play a significant role as design and detail draftspersons in architectural or consulting firms. Because of the broad subject core of the program, other employment opportunities are available in government and municipal offices as field supervisors, inspectors, sales consultants, detail draftspeople, expeditors; in fabrication firms, construction and developers' offices; and in other areas of the construction building industry.

ADVANCED STANDING:
Students who successfully complete semesters 1, 2, 3 and 4 may enter semester 5 of the Architectural Technology program.

SEMESTER 1

CADE1001	Computer-Aided Drafting I
DRFT1004	Architectural Drafting and Design I
MATH1025	Applied Mathematics
SURV1004	Site Surveying/Architectural I
ELECT120	Communications
BLDG1001	Architectural Materials and Methods I
GNED1011	General Educatian Faundatian

SEMESTER 2

BLDG1013	Ontario Building Code, Architectural I
DRFT1005	Architectural Drafting and Design II
MATH1050	Applied Mathematics II
DRFT1003	Architectural Rendering and Presentation I
CADE1002	Computer-Aided Drafting II
COMM1034	Prafessianal Cammunicatians I
ELECT110	Elective – General Educatian

SEMESTER 3

BLDG1002	Architectural Materials and Methods II
DRFT2003	Architectural Drafting and Design III
CADE2001	Computer-Aided Drafting III
ELCL3007	Electrical Installatian
SURV1003	Quantity Surveying I/Architectural
ELECT110	General Educatian
COMM1035	Prafessianal Cammunicatians II

SEMESTER 4

MENG2015	Mechanical Installatians
DRFT2005	Architectural Drafting and Design IV
CADE3001	Computer-Aided Design IV
BLDG2012	Ontario Building Code, Architectural II
PHY1001	Applied Physics/Architectural
MENG3001	Theory of Structures/Architectural
ELECT110	General Education

Far more informatian, call the ca-ardinator at (416) 944-4399 ar Advanced Engineering at (416) 944-4400.

ARCHITECTURE TECHNOLOGY

GBC Code T109
Casa Loma Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 mathematics and English is required. A cumulative grade point average of 2.3 and credit in all courses in semesters 1 to 4 must be achieved before entering into the third year. (See page 206.)

ABOUT THE PROGRAM:

The architectural technologist assumes responsibility for projects within an architectural office environment. To function in this capacity, the technologist is responsible for the activities and duties of a technician, is aware of and responsible for the space requirements in design, as well as the economics of space and building science.

A thorough knowledge of specifications and specification writing, building codes, by-laws, urban planning and construction law will emphasize the legal aspect and responsibility of an architectural firm or building construction office.

Computer design and drafting continue to be emphasized during semesters 5 and 6. The student will also design building projects using the basic language of design.

CAREER PROSPECTS:

Graduates of the three-year program, because of its wide subject base, can look towards employment in many avenues of the architectural/building construction industry.

Areas of employment possibilities: architectural and consulting engineers; building contractors and building developers; estimating and quantity take-off; building construction supervision for an architect, contractor or developer; operating and using a CADD system in the production of design and working drawings; sales and development of building products; developing technical sales literature; assisting in the writing of specifications; building inspector; and municipal and government building offices.

SEMESTER 1

CADE1001	Computer-Aided Drafting I
DRFT1004	Architectural Drafting and Design I
MATH1025	Mathematics I
SURV1004	Site Surveying/Architectural I
ELECT120	Communications
BLDG1001	Architectural Materials and Methods I
GNED1011	General Education Foundation

SEMESTER 2

BLDG1013	Ontario Building Code, Architectural I
DRFT1005	Architectural Drafting and Design II
MATH1050	Applied Mathematics II
DRFT1003	Architectural Rendering and Presentation I
CADE1002	Computer-Aided Drafting II
COMM1034	Professional Communications I
ELECT110	Elective – General Education

SEMESTER 3

BLDG1002	Architectural Materials and Methods II
DRFT2003	Architectural Drafting and Design III
ELCL3007	Electrical Installations
CADE2001	Computer-Aided Drafting III
SURV1003	Quantity Surveying I/Architectural
COMM1035	Professional Communications II
ELECT110	Elective – General Education

SEMESTER 4

MENG2015	Mechanical Installations
DRFT2005	Architectural Drafting and Design IV
CADE3001	Computer-Aided Design I
BLDG2012	Ontario Building Code, Architectural II
PHY1001	Applied Physics/Architectural
MENG3001	Theory of Structures/Architectural
ELECT110	Elective – General Education

SEMESTER 5

BLDG3001	Building Science/Architectural
MENG3002	Building Engineering/Architectural
ARCH3003	Urban Planning/Architectural
BLDG1014	Specifications I
LAW3001	Construction Law I
CADE3002	Computer Aided Design II
DRFT2001	Architectural Rendering and Presentation II
ARCH3001	Architectural Design I

SEMESTER 6

ARCH3004	History of Building
CIV3008	Building Economics
ARCH3005	Community Planning
BLDG2013	Specifications II
LAW3002	Construction Law II
CADE3003	Computer Aided Design III
ARCH3002	Architectural Design II
ELECT110	Elective – General Education

For more information, call the co-ordinator at (416) 944-4399 or Advanced Engineering at (416) 944-4400.

BUILDING RENOVATIONS

GBC Code T110
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:

Ontario Secondary School credits (at or above general level) in Grade 12 mathematics and English, or equivalent, or mature student status (see page 203), and/or an admissions test. Grade 12 technical mathematics is recommended but not essential.

ABOUT THE PROGRAM:

This program is aimed at meeting the growing demand for renovations in the building industry. An estimated 70 per cent of residential construction will include renovations and redevelopment by the year 2000, if the current trends continue. Home renovations play a critical role in the construction industry and in the ongoing maintenance and improvement of the housing of Canadians. In a slow economy when people are reluctant to buy or build new homes, renovations are often an attractive option. More than half of every dollar spent in the housing industry is spent on renovations. The Building Renovations program addresses this growth and the need for trained people. Students learn carpentry renovation skills in two large, fully equipped shops. Through practical and theoretical experience, they gain insight into the sub-trades; become familiar with the Ontario Building Code; obtain a thorough knowledge of building science; learn the fundamentals of renovation estimating and cost accounting; get exposure to computer applications; and develop techniques to effectively plan and market a small business.

This program is unique in Metro Toronto.

CAREER PROSPECTS:

Graduates develop the skills and confidence necessary to enter the renovation field, which is always in need of skilled workers, even in tight economic times. Opportunities exist as project managers and site supervisors, and can eventually lead students to set up and operate their own renovation contracting business. Students may also choose to apply their credits towards their general carpenter apprenticeship, upon approval of the Ministry of Education and Training.

NEED SOME CAREER ADVICE
see pages 8 and 208

SEMESTER 1

BLDG1003	Tools and Equipment Methods
BLDG1004	Materials and Applications
BLDG1005	Construction Safety
DRFT1006	Introductory Drafting
MATH1029	Calculations
MATH1031	Descriptive Trade Geometry
BLDG1006	Business Literacy and Applications
GNED1011	General Education Foundation

SEMESTER 2

BLDG1007	Residential Construction Principles I (Practical)
BLDG1008	Residential Construction Principles I (Theory)
BLDG1009	Renovation Methods and Materials I (Practical)
BLDG1010	Renovation Methods and Materials I (Theory)
ARCH1001	Architectural Plan Interpretation I
EST1001	Introductory Estimating
ELECT110	Elective – General Education
COMM1030	Business Communications

SEMESTER 3

BLDG2001	Commercial Construction Principles II (Practical)
BLDG2002	Commercial Construction Principles II (Theory)
BLDG2003	Renovation Methods and Materials II (Practical)
BLDG2004	Renovation Methods and Materials II (Theory)
ARCH2001	Architectural Plan Interpretation II
EST2002	Renovation Project Estimating
BLDG2005	Renovation Business Management
ELECT110	Elective – General Education

SEMESTER 4

BLDG2006	Associated Trades (Practical)
BLDG2007	Associated Trades (Theory)
BLDG2008	Renovation Methods and Materials III (Practical)
BLDG2009	Renovation Methods and Materials III (Theory)
BLDG2010	Renovation Project Management
BLDG2011	Renovation Business Marketing
ELECT110	Elective – General Education

For more information call the coordinator at (416) 944-4393 (voice mail ext. 6581) or Trades and Engineering Technology at 944-4595.

CARPENTER – GENERAL

GBC CodeT506
Casa Loma Campus
36 Weeks

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES:
Ontario Secondary School credits in mathematics and English in Grades 9 and 10 at or above the general level, or equivalent, or mature student status (see page 203), and/or an admission test. Technical math at the Grade 10 level is recommended.

ABOUT THE PROGRAM:
George Brown has one of the most well-established carpentry apprenticeship training programs in the province. Students learn carpentry skills in two large, fully equipped modern shops. The program covers hand and power tools, general woodworking, acoustics and welding. Students may go to work in carpentry or a related woodworking industry after graduation, or they may choose to apply their credits towards their general carpenter's apprenticeship, granted by the Ministry of Education and Training. If the student wishes to continue into the apprenticeship program, credits within the apprenticeship regulations are given for the in-college training. To complete their apprenticeship, graduates must do the minimum number of hours required by the Ontario Training and Adjustment Board (OTAB).

CAREER PROSPECTS:
The construction industry will continue to require tradespeople for on-site construction and shop fabrication. Graduates may be employed in residential construction, general contracting, renovations and the rehabilitation of existing buildings. Opportunities also exist in many other related woodworking areas.

COURSES

BLDG5006	History, Regulations, Health and Safety
BLDG5007	Materials and Supplies
BLDG5008	Plans, Specifications and Codes I
EST5001	Estimating Calculation and Layout I
BLDG5009	Tools and Equipment
BLDG5011	Residential Construction
WELD5002	Metal Cutting and Welding I
BLDG5015	Commercial Construction
WELD5009	Metal Cutting and Welding-Arc
EST5002	Estimating Calculation and Layout II
EST5003	Estimating Calculation and Layout III
BLDG5010	Plans, Specifications and Codes II
BLDG5014	Plans, Specification and Codes III

For more information call the coordinator at (416) 944-4394 (voice mail ext. 6582) or Trades and Engineering Technology at 944-4595.

ASSISTANT RENOVATOR PROGRAM

GBC Code T513
Casa Loma Campus
36 Weeks

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES:
Minimum of Grade 10 or equivalent functional level testing in mathematics and English.

ABOUT THE PROGRAM:
Recent statistics compiled by the Canadian Home Builders Association indicate that more than one half of every dollar spent in the Canadian housing industry is invested in the renovation field. Current trends indicate that by the year 2000 renovation and redevelopment projects will command a 70 per cent share of the residential construction market.

The Assistant Renovator program will provide the student with the confidence and experience necessary to successfully enter the growing field of renovations. The design of the program allows the student to gain full accreditation for the basic component of the General Carpenter Apprenticeship. As well, this program will fulfill industrial need for highly educated carpentry apprentices who have a thorough knowledge of the diverse field of renovations.

CAREER PROSPECTS:
The specific areas of opportunity which this program introduces students to include renovation carpenter, building maintenance, brick and stone mason, electrician and plumber.

COURSES

BLDG5001	Tools and Equipment Methods
BLDG5002	Materials and Applications
BLDG5003	Construction Safety
BLDG5016	Plans, Specifications and Codes I
DRFT5011	Calculations and Layout
BLDG5004	Renovation Principles and Techniques (Practical)
BLDG5005	Renovation Principles and Techniques (Theory)
BLDG5017	Plans, Specifications and Codes II
ELCL5004	Electrical (Practical)
ELCL5005	Electrical (Theory)
BLDG5023	Plumbing (Practical)
BLDG5024	Plumbing (Theory)
EST5004	Introductary Estimating
BLDG5019	Masonry (Practical)
BLDG5020	Masonry (Theory)
COMM5063	Technological Literacy

For more information call the coordinator at (416) 944-4394 (voice mail ext. 6582) or Trades and Engineering Technology at 944-4360.

George Brown also offers more than 1,000 Part-time and Evening courses. Call 867-2464 or 1-800-263-8995 for a calendar

CIVIL ENGINEERING TECHNICIAN

GBC Code T103
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 technical mathematics and English credits are required.

BACKGROUND:
Credits in physics, drafting and surveying are recommended.

ABOUT THE PROGRAM:
The Civil Engineering program prepares students for a career in the design, planning and construction of civil engineering projects, like bridges, highways, housing subdivisions and buildings.

Instructors use the project approach, particularly with technical subjects, to reinforce theoretical and practical aspects of engineering. This method emphasizes the understanding of the interaction between the major components of a structure. The in-depth review of construction materials fosters a better understanding of the building as an entity.

Well-equipped laboratories are used for the testing and quality control of various construction materials and components.

CAREER PROSPECTS:
Graduates may find employment in: structural engineering; municipal, government and contracting offices, as a member of the engineering team covering design, site engineering, site surveying and supervision, quality control and estimating; or as a laboratory technician.

ADVANCED STANDING:
Students who successfully complete semesters 1 and 2 of this program may enter semester 3 of: Civil Engineering Technology or Construction Engineering Technician or Technology.

SEMESTER 1

CIV1001	Construction Materials I
SURV1001	Site Surveying I/Engineering
BLDG1011	Introduction to Commercial/Industriol Construction
CIV1003	Structural Steel
MATH1025	Mathematics Applied
MENG1016	Mechonics
ELECT120	Communicotions
GNED1011	Generol Educotion Foundation

SEMESTER 2

BLDG1012	Construction Materials II
SURV1002	Site Surveying II/Engineering
COMP1001	Introduction to Computers
CIV1002	Introduction to Residential Construction
CIV1004	Reinforced Concrete
MATH1050	Mathematics II Applied
MENG1017	Mechonics
COMM1034	Professionol Communicotions
ELECT110	Elective – General Educotion

SEMESTER 3

CIV2002	Highway Technology I
CIV2004	Municipal Services I
SURV2001	Plone Surveying I
PHY2004	Applied Physics/Engineering I
MATH2007	Mathematics III Applied
ELECT110	Elective – General Educotion
COMM1035	Professionol Communicotions I
SURV2004	Quantity Surveying

SEMESTER 4

SURV2002	Plone Surveying II
CIV2012	Highway Technology II
CADE2005	Computer Aided Drafting
CIV2001	Municipal Services II
MATH2012	Mathematics IV Applied
PHY2005	Applied Physics/Engineering II
ELECT110	Elective – Generol Educotion
CIV2008	Contracts ond Specificotions

For more information, coll the co-ordinotor ot (416) 944-4397 or Advonced Engineering ot 944-4400.

CIVIL ENGINEERING TECHNOLOGY

GBC Code T104
Casa Loma Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 technical mathematics and English credits are required.

A cumulative grade point average of 2.3 and credit in all courses from semester 1 to 4 must be achieved before entering semester 5. (See page 206.)

BACKGROUND:
Credits in physics, drafting and surveying are recommended.

ABOUT THE PROGRAM:
This program prepares students for a career in the design, planning and construction of civil engineering projects, as contributing members of the design team. Projects are varied and include residential and industrial construction, as well as bridges, roads and highways.

The curriculum is based upon a core of applied science and mathematics as well as engineering applicable to civil technology.

The broad base in civil engineering subjects is required to give students maximum opportunity for employment in a changing market and to encourage a more mature judgment in their work as engineering technologists.

The introduction of computers as a tool for designing is emphasized in semesters 5 and 6.

CAREER PROSPECTS:
The civil engineering technologist may find employment in municipal engineering, transportation engineering, structural engineering, or construction management working either in the field or in the office as designer, site supervisor, site surveyor, quality control inspector, lab technician or estimator.

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See Inside Front Cover for Details.

SEMESTER 1

CIV1001	Construction Materials I
SURV1001	Site Surveying I/Engineering
BLDG1011	Introduction to Commercial/Industrial Construction
CIV1003	Structural Steel
MATH1025	Mathematics I Applied
MENG1016	Mechanics
ELECT120	Communicatians
GNED1011	General Educotion Foundotion

SEMESTER 2

BLDG1012	Construction Materials II
SURV1002	Site Surveying II/Engineering
COMP1001	Introduction to Computers
CIV1002	Introduction to Residentiol Construction
CIV1004	Reinforced Concrete
MATH1050	Mathematics II Applied
MENG1017	Mechonics
GNED1011	General Educotion Foundotion
ELECT110	Elective – General Educotion

SEMESTER 3

CIV2002	Highwoy Technology I
CIV2004	Municipal Services I
SURV2004	Quontity Surveying/Civil
SURV2001	Plone Surveying I
PHY2004	Applied Physics/Engineering I
MATH2007	Mathematics III Applied
COMM1035	Professionol Communicotions
ELECT110	Elective – General Educotion

SEMESTER 4

SURV2002	Plone Surveying II
CIV2012	Highwoy Technology I
CADE2005	Computer Aided Drofting
CIV2001	Municipal Services II
MATH2012	Mathematics IV Applied
CIV2008	Contracts and Specificotions
PHY2005	Applied Physics/Engineering II
ELECT110	Elective – General Educotion

SEMESTER 5

CIV3001	Highway Technology – G.I.S.
CIV3004	Soil Mechonics ond Foundations I
CIV3003	Municipal Engineering Plonning
CIV3010	Construction Monogement I
COMM3002	Technologicol Thesis
CADE2002	Computer-Aided Construction Proctice I
ENVR3001	Environmentol Science I
ELECT110	Elective – General Educotion

SEMESTER 6

CIV3007	Soil Mechonics and Foundations II
TRAN3001	Transportotion Plonning (GIS)
CIV3012	Construction Monogement II
MENG3004	Theory of Structures
CIV3006	Sanitory Technology
COMM3002	Technologicol Thesis
CADE2006	AutoCod II
ENVR3012	Environmental Science II
ELECT110	Elective – General Educotion

For more information, coll the co-ordinator ot (416) 944-4397 or Advonced Engineering ot 944-4400.

SCIENCE & TECHNOLOGY

COMPUTER NUMERICAL CONTROL PART PROGRAMMER

GBC Code T525
Casa Loma Campus
32 weeks (1 semester)

Starting: September, January
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School credits in mathematics and English in Grades 10 and 11 at or above the general level, or mature student status (see page 203). Candidates should also have a minimum of two years of machine shop experience as a machinist or equivalent.

ABOUT THE PROGRAM:
As more and more companies move towards computerized manufacturing and production, they need people with skills suited to these new methods of operation. This high-tech program was developed in response to industry need for employees with the skills and knowledge required in a computer-oriented workplace. Students learn about many aspects of computers and their function in manufacturing. Classes are centered around a well-equipped computer-aided manufacturing (CAM) centre. Students will learn the skills necessary to work in the field of computer numerical control (CNC) and computer assisted part programming. Computer numerical control part programmer is an exciting new occupational field that is expected to grow as the role of technology in manufacturing expands.

CAREER PROSPECTS:
Graduates of this program can look forward to careers in computer numerical control programming and machine tool operation.

COURSES

CADE5008	Computer Assisted Manufacturing
CADE5009	Tool/Fixture Design
CADE5010	Machine Parts Process Planning/Quality Assurance
MATH5040	Mathematics
COMM5022	Technical English/Communication

For further information, call the co-ordinator at (416) 944-4381, or Advanced Engineering at 944-4400.

YOUR PROGRAM MAY OFFER A BURSARY OR SCHOLARSHIP.
Contact your Program Coordinator or the Financial Assistance Office to find out.

CONSTRUCTION ENGINEERING TECHNICIAN – MANAGEMENT

GBC Code T101
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 technical mathematics and English credits are required.

BACKGROUND:
Credits in physics, drafting and surveying are recommended.

ABOUT THE PROGRAM:
The Construction Technician program prepares students to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors, building product sales and others.

Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well-equipped laboratories are available for the testing and quality control of various construction materials and components.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
The construction industry is one of Canada's largest employers and offers a variety of jobs for the construction technician. Positions may be found in a general or subcontractor's office or in a firm specializing in other forms of construction management such as quantity surveying or in sales as related to the building industry.

ADVANCED STANDING:
Students who successfully complete semesters 1 and 2 may enter semester 3 of the Construction Engineering Technology program or the Civil Engineering Technician or Technology programs.

SEMESTER 1

CIV1001	Construction Materials I
SURV1001	Site Surveying I
BLDG1011	Introduction to Commercial/Industrial Construction
CIV1003	Structural Steel
MATH1025	Mathematics I
MENG1016	Mechanics – Statics
ELECT120	Communications
GNED1011	General Education Foundation

SEMESTER 2

BLDG1012	Construction Materials II
SURV1002	Site Surveying II/Engineering
COMP1001	Introduction to Computers
CIV1002	Introduction to Residential Construction
CIV1004	Reinforced Concrete
MATH1050	Mathematics II
MENG1017	Mechanics – Strength of Materials
COMM1034	Professional Communications I
ELECT110	Elective – General Education

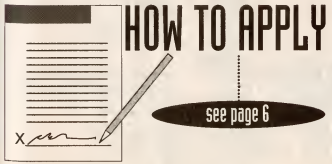
SEMESTER 3

SURV2004	Quantity Surveying I/Civil
CIV2009	Building Construction I
CIV2024	Mechanical Installations
CIV1010	Electrical Installation
BLDG1016	Ontario Building Codes
MATH2007	Mathematics III
PHY2004	Applied Physics/Engineering I
COMM1035	Professional Communications I
ELECT110	General Education

SEMESTER 4

SURV2005	Quantity Surveying II/Engineering
CIV2007	Building Construction II
CADE2005	Computer Aided Drafting
PHY2005	Applied Physics
MGMT1006	Small Business Management I
CIV2008	Contracts and Specifications
ELECT110	General Education

For more information, call the co-ordinator at (416) 944-4397 or Advanced Engineering at 944-4400.



CONSTRUCTION ENGINEERING TECHNOLOGY

GBC Code T105
Casa Loma Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 technical mathematics and English credits are required.

A cumulative grade point average of 2.3 and credits in all courses from semester 1 to 4 must be achieved before entering semester 5. (See page 206.)

BACKGROUND:
Credits in physics, drafting and surveying are recommended.

ABOUT THE PROGRAM:
Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well-equipped laboratories are available for the testing and quality control of various construction materials and components.

The concentration of quality surveying courses plus the inclusion of technical and related courses will provide a base for successful career advancement.

The use of a spreadsheet and of a commercial estimating software package is emphasized in Quantity Surveying and Estimating in semesters 5 and 6.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
The construction industry offers a variety of jobs for the graduate construction technologist. Positions may be found in a general or sub-contractor's office or in a firm specializing in other forms of construction management (such as quantity surveying) or in sales of construction related materials. Several graduates of the program have become site superintendents and project managers.

SEMESTER 1

CIV1001	Construction Materials I
SURV1001	Site Surveying I
BLDG1011	Introduction to Commercial/Industrial Construction
CIV1003	Structural Steel
MATH1025	Mathematics I
MENG1016	Mechanics – Statics
ELECT120	Communications
GNED1011	General Education Foundation

SEMESTER 2

BLDG1012	Construction Materials II
SURV1002	Site Surveying II
COMP1001	Introduction to Computers
CIV1002	Introduction to Residential Construction
CIV1004	Reinforced Concrete
MATH1050	Mathematics II
MENG1017	Mechanics – Strength of Materials
COMM1034	Professional Communications I
ELECT110	Elective – General Education

SEMESTER 3

SURV2004	Quantity Surveying I/Civil
CIV2009	Building Construction I
CIV2024	Mechanical Installations
CIV1010	Electrical Installation
BLDG1016	Ontario Building Codes, Parts 3 and 9, I
MATH2007	Mathematics III
PHY2004	Applied Physics/Engineering I
COMM1035	Professional Communications I
ELECT	General Education

SEMESTER 4

SURV2005	Quantity Surveying II/Engineering
CIV2007	Building Construction II
CADE2005	Computer Aided Drafting
PHY2005	Applied Physics/Engineering II
MGMT1006	Small Business Management I
CIV2008	Contracts and Specifications
ELECT	General Education

SEMESTER 5

SURV3001	Quantity Surveying and Estimating I
CIV3009	Construction Methods and Equipment I
CIV3010	Construction Management I
LAW3001	Construction Law I
MATH3009	Statistics
ENVR3001	Environmental Sciences I
COMM3002	Technological Thesis

SEMESTER 6

SURV3002	Quantity Surveying and Estimating II
CIV3011	Construction Methods and Equipment II
CIV3012	Construction Management II
LAW3002	Construction Law II
CIV3008	Building Economics
COMM3002	Technological Thesis
ELECT	General Education

For more information, call the co-ordinator at (416) 944-4397 or Advanced Engineering Technology at 944-4400.

ELECTRICAL ENGINEERING TECHNICIAN – POWER & INDUSTRIAL ELECTRONIC CONTROL

GBC Code T111
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits above general level) or equivalent, or mature student status (see page 203). Grade 12 technical mathematics.

BACKGROUND:
Credits in physics, electricity and an electrical background are helpful but not essential.

ABOUT THE PROGRAM:
This program is highly respected in the industry. Subjects covered include electrical fundamentals, D.C. and A.C. machines, industrial electronic controls, electrical drafting and related academic subjects. The student is trained in laboratories equipped with D.C. and A.C. generators, motors, computers, microprocessors, programmable controllers and computer-aided drafting equipment. The lectures, laboratory and computer work are aimed at enabling students to work on their own with the guidance of instructors.

Upon completion of the program, graduates should be able to effectively and independently function as technicians in the area of specialty required of them by the employer.

The first semester is common to all Electrical, Electronic and Instrumentation Technician/Technologist programs. Students can change their career choice during this semester (subject to enrollment restrictions).

CAREER PROSPECTS:
Graduates find employment as: electrical maintenance technicians in industries using machinery controlled by complex electronic equipment; test technicians in manufacturing plants; service technicians for electrical manufacturers; sales representatives; and design technicians for manufacturers.

ADVANCED STANDING:
Students who complete this program are eligible to continue for a third year in the Electrical Engineering Technology – Power and Industrial Electronic Control program.

SEMESTER 1

ELCL1014	Electrical/Electronic Principles
COMP2010	Computer Programming
MATH1013	Mathematics
ELECT120	Communications
GNED1011	General Education Foundation

SEMESTER 2

ELCL1005	Direct Current Machines (Theory and Lab)
ELCL1006	Electrical Circuits (Theory and Lab)
ELNC1002	Industrial Electronics II (Theory and Lab)
MATH1017	Mathematics
COMM1034	Professional Communications I
ELECT110	Elective – General Education

SEMESTER 3

ELCL2007	Alternating Current Machines
ELNC2001	Industrial Electronics III (Theory and Lab)
COMP2011	Computer Operating Systems
ELCL2004	Electrical Lab AC Machines
MATH2004	Mathematics
ELCL2003	Environmental Systems
COMM1035	Professional Communications
ELECT110	Elective – General Education
DRFT2014	Drafting and Blueprint Reading

SEMESTER 4

ELCL2008	Electrical Distribution Systems (Theory and Lab)
ELCL2001	Electric Machine Control
ELCL2005	Industrial Electronics IV (Theory and Lab)
ELCL2002	Wiring Methods and Electrical Code
DRFT2006	Electrical Drafting III
MATH2008	Mathematics
ELCL2006	Technical Report
ELECT110	Elective – General Education

For more information, call Ian Ashworth at (416) 944-4373 (voice mail ext. 6447) or 944-4400 between 8 a.m. and 4 p.m.

NOT SURE YOU QUALIFY? see page 202

ELECTRICAL ENGINEERING TECHNOLOGY – POWER & INDUSTRIAL ELECTRONIC CONTROL

GBC Code T114
Casa Loma Campus
3 Years (6 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 technical mathematics.

BACKGROUND:
An electrical background is helpful but not essential.

ABOUT THE PROGRAM:
The Electrical Engineering Technology program consists of a variety of subjects leading towards the independent design of equipment and systems. The student is trained in laboratories equipped with D.C. and A.C. generators, motors, computers, microprocessors and programmable logic controllers and computer-aided drafting equipment.

The lectures, labs and design projects are aimed at enabling students to work on their own with the guidance of instructors.

Upon completion of the program, graduates should be competent to perform their duties as electrical technologists and be aware of the changing nature of business, industry, science, technology, society and education. Graduates will recognize the need to continually update and upgrade their technical skills and knowledge for a positive contribution to Canadian industry.

The first semester is common to all Electrical, Electronic and Instrumentation Technician/Technologist programs. Students can change their career choice during this semester (subject to enrollment restrictions).

CAREER PROSPECTS:
Graduates find employment in: processing industries as designers or draftspersons; maintenance positions to keep production within acceptable limits; consulting engineering firms as electrical system designers; electrical contractors as estimators or in supervisory positions; manufacturing as quality control inspectors; marketing, designing and servicing equipment or products in electrical utilities; designers and/or supervisors of substations, electrical networks or transmission lines; inspectors in government departments; and as educators.

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SEMESTER 1

ELCL1014	Electricol/Electronic Principles
COMP2010	Computer Programming
MATH1013	Mathematics
ELECT120	Communications
GNED1011	General Education Foundation

SEMESTER 2

ELCL1005	Direct Current Machines (Theory and Lab)
ELCL1006	Electricol Circuits (Theory and Lab)
ELNC1002	Industriol Electronics II (Theory and Lab)
MATH1017	Mathematics
COMM1034	Professional Communications I
ELECT110	Elective – General Education

SEMESTER 3

ELCL2007	Alternating Current Machines
ELNC2001	Industrial Electronics III (Theory and Lab)
COMP2011	Computer Operating Systems
ELCL2004	Electricol Lab AC Machines
ELCL2003	Environmental Systems
MATH2004	Mathematics
COMM1035	Professionol Communications II
DRFT2014	Drafting and Blueprint Reading
ELECT110	Elective – General Education

SEMESTER 4

ELCL2008	Electricol Distribution Systems (Theory and Lab)
ELCL2001	Electric Machine Control
ELCL2005	Industriol Electronics IV (Theory and Lab)
ELCL2002	Wiring Methods and Electricol Code
DRFT2006	Electricol Drafting III
MATH2008	Mathematics
ELCL2006	Technicol Report
ELECT110	Elective – General Education

SEMESTER 5

ELCL3002	Protection of Electricol Equipment
ELCL3003	Electricol Lab Systems
ELNC3001	Industriol Electronic V (Theory and Lab)
EST3001	Electricol Estimating
DRFT2013	Electricol Drafting V
MATH3001	Mathematics
ELECT	General Education

SEMESTER 6

ELCL3004	Electricol Machine Design
ELCL3008	Programmable Logic Controllers (Theory and Lab)
ELCL3005	Research Assignment
ELCL3006	Industriol Electronic VI
ELNC3002	Industriol Electronic Lab VI
DRFT3001	Electricol Drafting VI
MATH3008	Mathematics
PHY2008	Modern Physics
ELECT	General Education

For more information, coll Ian Ashworth ot (416) 944-4373 (voice mail ext. 6447) or 944-4400 between 8 o.m. and 4 p.m.

ELECTRONICS ENGINEERING TECHNICIAN

GBC Code T112
Casa Loma Campus
2 Years (4 semesters)

Starting: September, January
Certification: Diploma
Summer classes with January intake

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 advanced math plus one senior science credit.

BACKGROUND:
Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming are useful. The technician usually works with a customer; therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM:
This program gives students the opportunity to work in the maintenance, installation, production, design or research phases of the electronics industry. Students participate in hands-on labs and take subjects in four-week blocks.

The first semester is common to all Electrical, Electronic and Instrumentation Technician/Technologist programs. Students can change their career choice during this semester (subject to enrollment restrictions).

CAREER PROSPECTS:
Graduates of this program are employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed-circuit television studios, in the oil industry and in the installation of computer and communication systems.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the Electronics Engineering Technology program.

SEMESTER 1

ELCL1014	Electricol/Electronic Principles I
COMP2010	Computer Programming
GNED1011	General Education Foundation
MATH1013	Mathematics
ELECT120	Communications

SEMESTER 2

ELCL1015	Electricol/Electronic Fundamentals II
MATH1047	Mathematics
ELECT110	Elective – General Education
COMM1034	Professionol Communications

SEMESTER 3

ELNC2032	Active Devices I
ELNC2033	Active Devices II
ELNC2034	Pulse and Digital Circuits
MATH2019	Mathematics
COMP2038	Computer Applications
COMM1035	Professionol Communications
ELECT	General Education

SEMESTER 4

ELNC2035	Communications Systems
ELNC2036	Microprocessor Systems
ELNC2037	Video Systems
ELNC2038	Data Communications
MATH2026	Mathematics
	General Education

For more information, coll Advanced Engineering ot (416) 944-4400 between 8 o.m. and 4 p.m.

ELECTRONICS ENGINEERING TECHNOLOGY

GBC Code T113
Casa Loma Campus
2 Years (continuous for 96 weeks)

Starting: September
Certification: Diploma
Summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 advanced math plus one senior science credit.

BACKGROUND:
Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programming are useful.

ABOUT THE PROGRAM:
This program is compressed into two calendar years and runs continuous for 96 weeks. This program was developed to meet the industry need for engineering technologists with a practical and theoretical knowledge who can work effectively in the many areas of electronics. A practical thesis design project must be completed. Electronics subjects are offered in four-week blocks.

The first semester is common to all Electrical, Electronic and Instrumentation Technician/Technologist programs. Students can change their career choice during this semester (subject to enrollment restrictions).

Technologists usually work on their own initiative, but under the general supervision of an engineer, scientist or senior technologist. This program provides students with a knowledge of advanced electronics based on quantitative analysis of electronic circuits and systems. Because of the depth of knowledge required by technologists, the college will review the student's progress at the end of the first semester to determine suitability for further technologist training. Those not qualifying may transfer to the Electronics Engineering Technician program.

CAREER PROSPECTS:
Graduates may be employed in many fields: design and construction of equipment; maintenance, repair and installation of systems computers and communication systems; quality control management; marketing and research.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the engineering program at Lakehead University or the University of Victoria, B.C.

SEMESTER 1

ELCL1014	Electrical/Electronic Principles I
COMP2010	Computer Programming
GNED1011	General Education Foundation
MATH1013	Mathematics
ELECT120	Communications

SEMESTER 2

ELCL1015	Electrical/Electronic Fundamentals II
MATH1047	Mathematics
ELECT110	Elective – General Education
COMM1034	Professional Communications

SEMESTER 3

ELNC2032	Active Devices I
ELNC2033	Active Devices II
ELNC2034	Pulse and Digital Circuits
MATH2019	Mathematics
COMP2038	Computer Applications
COMM1035	Professional Communications II
ELECT	General Education

SEMESTER 4

ELNC2010	Operational Amplifier Design
ELNC2008	Communications Technology I
ELNC2013	Computer Technology I
ELNC2039	Video Technology I
MECH2001	Mechanics
MATH2026	Mathematics
COMM3001	Technological Thesis

SEMESTER 5

ELNC3003	Communications Technology II
ELNC3011	Computer Technology II
ELNC3017	Control Systems I
ELNC3018	Data Communications Technology
MATH3007	Mathematics
PHY2007	Modern Physics
COMM3001	Technological Thesis
ELECT	General Education

SEMESTER 6 (SUMMER) 16 WEEKS

ELNC3019	System Design I
ELNC3020	System Design II
ELNC3021	System Design III
ELNC3022	Control Systems II
ELNC3012	Technology Report
ELECT	General Education

For more information, call Advanced Engineering at (416) 944-4400 between 8 a.m. and 4 p.m.

GAS FITTER

GBC Code T502
Casa Loma Campus
26 Weeks

Starting: September
Certification: Certificate
No summer classes

OCAS Apply to OCAS

ABOUT THE PROGRAM:
This program is offered in a large, fully equipped shop that allows students plenty of hands-on practice. The complexity and variety of natural gas equipment in operation today has created a need for well-trained gas burner servicers who are knowledgeable in domestic gas ranges and dryers, and the large commercial package gas-fired boilers.

The gas burner servicing program has been developed by the college in response to a need in the gas industry. The program gives instruction in the installation and servicing of domestic gas burners, gas appliances,and commercial and industrial gas burners. The program has been designed to create a blend between theory and practice by giving equal weight to classroom instruction and practice in the gas shop.

This program is unique in Metro Toronto.

SELECTION PROCEDURES:
Applicants are required to write an admissions test.

CAREER PROSPECTS:
In order to work in this field, students must successfully complete a provincial exam of the Fuels Safety Branch of the Ontario Training and Development Board (OTAB).

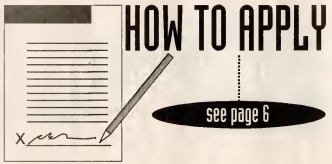
The exam, written at the end of the program, qualifies students immediately for their Gas Fitter II license and only a one year probation for the Gas Fitter I license. Graduates of the Gas Fitter program will find wide and diverse employment opportunities in the gas servicing industry. Many are employed by gas companies and their prime contractors, as well as independent heating companies.

Graduates who seek self-employment may elect to open their own businesses. Many graduates from the Gas Fitter program are working today as sub-contractors offering their services to major heating companies in the industry.

COURSES

HVAC5018	Electricity for HVAC
HVAC5007	Residential Gas Burners
MATH5030	Mathematics
HVAC5008	Residential Heating Equipment
HVAC5003	Commercial and Industrial Gas Burners
COMM5038	Industrial Communications

For more information, call the co-ordinator at (416) 944-4368 (voice mail ext. 6403) or Trades and Engineering at (416) 944 4595.



HEATING TECHNICIAN

GBC Code T501
Casa Loma Campus
52 Weeks (continuous)

Apply to OCAS

Starting: September, January
Certification: Certificate
Summer classes

ABOUT THE PROGRAM:

This program offers hands-on training in a very well-equipped shop. In the heating field, there is a considerable demand for technical personnel who are knowledgeable in oil, gas and electric heating and cooling systems.

Rising fuel prices and the need to conserve energy have created a growing concern in the consuming public as to the efficient operation of their heating systems. This concern has created a demand for skilled technicians knowledgeable in the servicing, installation and design of the various types of residential and commercial heating and cooling systems.

The Heating Technician program covers the application of all of the basic fuels (i.e., oil, gas and propane) as well as electric heating and cooling systems. Heating system layout and design are covered in such areas as load calculations, system design and system balancing. New advances in residential and commercial heating technology such as heat pumps, high- efficiency furnaces and programmable environmental control have also been integrated into the program.

Both the theory and practice of the above have equal weight, giving the student a well-rounded knowledge in the design, servicing and installation of heating systems.

SELECTION PROCEDURES:

Applicants are required to write an admissions test.

CAREER PROSPECTS:

Since the heating technician program covers many facets of heating and heating systems, graduates will find diverse employment opportunities. Many are employed by gas companies, oil companies and their prime contractors and dealers in sales, servicing and installation of heating systems. A large number of graduates find employment with independent heating and cooling companies in design and layout, as well as servicing and installation of heating and cooling systems. Large private and public corporations such as municipalities, school boards and property management companies also employ graduates in the maintenance of their heating systems. Graduates must write a provincial exam.

COURSES

HVAC5019	Basic Electricity
HVAC5001	Oil Burners
HVAC5002	Heating (Residential Heat Load)
MATH5028	Mathematics
HVAC5010	Heating (Commercial Oil and Gas)
HVAC5011	Heating (Commercial Systems)
MATH5029	Mathematics
HVAC5004	Central Air Conditioning and Heat Pumps
HVAC5005	Propane
HVAC5009	Residential HVAC System Design
HVAC5006	Gas Burners (Fitter II)
PHY5001	Physics
COMM5050	Trade Communication
COMM5051	Trade Communication
COMM5052	Trade Communication

For more information, call the co-ordinator at (416) 944-4368 (voice mail ext. 6403) or Trades and Engineering at (416) 944-4595.

INSTRUMENTATION ENGINEERING TECHNICIAN – INDUSTRIAL

GBC Code T115
Casa Loma Campus
2 Years (4 semesters)

Apply to OCAS

Starting: September, January
Certification: Diploma
Summer classes with January intake

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 advanced math plus one senior science credit.

BACKGROUND:

A technician usually works with a customer; therefore, the ability to communicate effectively with others is essential.

ABOUT THE PROGRAM:

Students get hands-on practical experience as well as theory. The instrumentation technician works in all phases of industry using automatic controls. Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a sound grounding in everything from research and development to sales and service for instrument manufacturers. Subjects are taken in four-week blocks.

The first semester is common to all Electrical, Electronic and Instrumentation Technician/Technologist programs. Students can change their career choice during this semester (subject to enrollment restrictions).

CAREER PROSPECTS:

Job opportunities range from positions in research and development to sales and service for instrument manufacturers and distributors.

ADVANCED STANDING:

Credits earned in this program may qualify students for exemptions in the Instrumentation Engineering Technology – Industrial program.

SEMESTER 1

ELCL1014	Electrical/Electronic Principles I
COMP2010	Computer Programming
MATH1013	Mathematics
ELECT120	Communications
GNED1011	General Education Foundation

SEMESTER 2

ELCL1015	Electrical/Electronic Principles II
MATH1047	Mathematics
ELECT110	Elective – General Education
COMM1034	Professional Communications

SEMESTER 3

ELNC2040	Measuring Principles: Pressure
ELNC2041	Measuring Principles: Level
ELNC2042	Measuring Principles: Temperature
ELNC2043	Measuring Principles: Flow
MATH2019	Mathematics
CHEM1008	Applied Chemistry
ELECT	General Education
COMM1035	Professional Communications II

SEMESTER 4

ELNC2020	Final Control Elements
ELNC2028	Automatic Control Principles
CHEM1008	Applied Chemistry
ELNC2025	Computer Control Systems
ELNC2044	Programmable Logic Controllers
ELECT	General Education

For more information, call the coordinator at (416) 944-4753 (voice mail ext. 6488) or Advanced Engineering at 944-4400 between 8 a.m. and 4 p.m.

CAMPUS MAPS
see inside back cover

INSTRUMENTATION ENGINEERING TECHNOLOGY – INDUSTRIAL

GBC Code T117
Casa Loma Campus
90 Weeks (continuous)

Starting: September
Certification: Diploma
Summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 advanced math plus one senior science credit.

BACKGROUND:
Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programing are useful. Grade 12 chemistry is highly recommended.

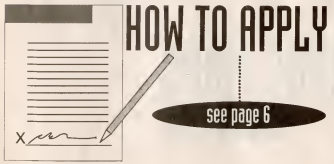
ABOUT THE PROGRAM:
The instrumentation technologist primarily designs or modifies systems. Job opportunities range from positions in research and development to sales and service for instrument manufacturers.

The student is given a firm grounding in electronic instrumentation, pneumatic instruction, computer technology and related academic subjects. Each instruction period is followed by one or more laboratory periods to reinforce theory. Subjects are taken in four-week blocks.

The first semester is common to all Electrical, Electronic and Instrumentation Technician/Technologist programs. Students can change their career choice during this semester (subject to enrollment restrictions).

CAREER PROSPECTS:
The technologist's role in industry is primarily to design and modify systems. The technologist may specialize in one aspect of instrumentation engineering, such as computer control, analysis instrumentation or electronic instrumentation.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the engineering program at Lakehead University or at the University of Victoria, B.C.



SEMESTER 1

ELCL1014	Electricol/Electronic Principles I
COMP2010	Computer Programming
MATH1013	Mathematics
ELECT120	Communications
GNED1011	General Education Foundation

SEMESTER 2

ELCL1015	Electricol/Electronic Principles II
MATH1047	Mathematics
ELECT110	Elective – General Education
COMM1034	Professionol Communicotions

SEMESTER 3

ELNC2040	Measuring Principles: Pressure
ELNC2041	Measuring Principles: Level
ELNC2042	Measuring Principles: Temperature
ELNC2043	Measuring Principles: Flow
MATH2019	Mathematics
CHEM1008	Applied Chemistry
ELECT	General Education
COMM1035	Professionol Communications I

SEMESTER 4

ELNC2020	Final Control Elements
ELNC2028	Automatic Control Principles
CHEM1008	Applied Chemistry
ELNC2025	Computer Control Systems
ELNC2044	Programmable Logic Controllers
ELECT	General Education

SEMESTER 5

ELNC3013	Programmable Logic Controllers
ELNC2022	Analytical and Environmental Instrumentation
MATH3007	Mathematics
ELNC3015	Process Control
COMM3001	Technological Thesis
ELECT	General Education

SEMESTER 6

ELNC3023	Manufacturing Processes and Procedures
COMM3001	Technological Thesis
PHY2007	Modern Physics
ELNC3024	Technology Thesis Project and Report
ELECT	General Education

For more information, call the coordinator at (416) 944-4753 (voice mail ext. 6488) or Advanced Engineering at 944-4400 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING

Mechanical Engineering offers six career options for students.

A common first year provides foundation for all Technician options, including: Design, Drafting Design (CAD/CAM), Industrial Automation, Tool & Die Maker, Quality Assurance.

Upon completion of any of the Technician programs, students may choose to move into a third year Technology option in Design.

In additon, students may wish to pursue an apprenticeship.

MECHANICAL ENGINEERING TECHNICIAN – DESIGN

GBC Code T118
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
Summer classes with January intake

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Credits in Grade 12 mathematics and English.

BACKGROUND:
A good background in science is recommended. Drafting and machine shop courses are strongly recommended.

ABOUT THE PROGRAM:
Good shop facilities and a well-established program give students an opportunity to develop skills in this high-tech area. Modernization and the streamlining of design, drafting and production methods have led to increased demand for people with up-to-date skills. New skills are required at all levels in order for employees to keep pace with change in a computer-oriented design/drafting environment.

This program emphasizes computer aided tool design and drafting and is designed to provide industry with skilled tool design personnel. Centered around a well-equipped computer-aided engineering area, the program exposes students to all aspects of tool design in engineering. Graduates of this program may be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS:
The program is a high-technology level of training that emphasizes the skills required to become proficient in the fields of computer-aided design and drafting. Graduates can look forward to a career in the leading edge of engineering design, entering such areas as tool design, product design, machine design and consulting engineering design offices and general drawing offices.

ADVANCED STANDING:
Students who successfully complete this program may enter the Mechanical Engineering Technologist – Design program.

SEMESTER 1

MENG1002	Engineering Design Theory I
MENG1007	Machining Fundamentals I
CADE1003	Computers in Engineering Applications I
MATH1025	Applied Mathematics I
GNED1011	General Education Foundation
ELECT120	Communications

SEMESTER 2

MENG1009	Engineering Design Theory II
MENG1004	Machining Fundamentals II
CADE1004	Computers in Engineering Applications II
MENG1008	Manufacturing Processes
MATH1050	Applied Mathematics II
ELECT110	Elective – General Education
COMM1034	Professionol Communicotions

SEMESTER 3

DRFT1013	Jig and Fixture Design I
CADE2003	Computer-Aided Design I
SCI1007	Engineering Sciences I
ELECT	General Education
COMM1035	Professionol Communications II

SEMESTER 4

MENG1006	Die Design I
CADE2004	Computer-Aided Design II
SCI2005	Engineering Sciences II
MATH2015	Applied Mathematics III
ELECT	General Education

For more information, call the coordinator at (416) 944-4398 (voice mail ext. 6472) or Trades and Engineering at (416) 944-4595 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING TECHNICIAN – DRAFTING DESIGN (CAD/CAM)

GBC Code T200
Casa Loma Campus
64 Weeks (4 semesters)

Starting: September
Certification: Diploma
Summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Credits in mathematics and English.

BACKGROUND:
A good background in mathematics and science will assist students in successfully completing the program. Courses in drafting and machine shop are recommended.

ABOUT THE PROGRAM:
Computer-aided design (CAD) and computer-aided manufacturing (CAM) are the kinds of skills that will continue to be needed as the high-tech sector grows. The modernization and streamlining of engineering and production methods have meant that employees need new or upgraded skills to thrive in a computer-oriented manufacturing environment.

George Brown's good lab facilities and well-established program with an emphasis on CAD/CAM will equip the student with new skills and provide industry with an employment pool. Graduates of this program are integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS:
The program is a high-technology level of training that emphasizes the skills required to become proficient in the fields of computer-aided design and manufacturing. Graduates of this program can look forward to a career in the leading edge of manufacturing, entering such fields as numerical control programming, process planning, tool design, machine design and CAD/CAM application support.

SEMESTER 1

MENG1002	Engineering Design Theory I
MENG1007	Machining Fundamentals I
CADE1003	Computers in Engineering Applications I
MATH1025	Applied Mathematics I
GNED1011	General Education Foundation
ELECT120	Communications

SEMESTER 2

MENG1009	Engineering Design Theory II
MENG1004	Machining Fundamentals II
CADE1004	Computers in Engineering Applications II
MATH1050	Applied Mathematics II
ELECT110	Elective – General Education
COMM1034	Professional Communications
MENG1008	Manufacturing Processes

SEMESTER 3

COMP2037	ComputerProgramming/Systems
CADE2014	Computer-Aided Design/Drafting
DRFT2008	Tool Design Concepts
COMM1035	Professional Communications II
ELECT	General Education

SEMESTER 4

CADE2015	Computer-Aided Manufacturing
COMP2037	Computer Programming/Systems
DRFT2008	Tool Design Concepts
ELECT110	General Education Elective

For more information, call the coordinator at (416) 944-4381 or Trades and Engineering at 944-4595 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING TECHNICIAN – INDUSTRIAL AUTOMATION (MECHATRONICS)

GBC Code T122
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and math are also required.

SELECTION PROCEDURES:
Applicants must take an admissions test.

ABOUT THE PROGRAM:
This program is a new addition to the George Brown College Centre for Advanced Design and Manufacturing. Industrial Automation is the industrial skill required to design, fabricate, assemble, install, commission, troubleshoot and maintain automated equipment and related control and communications systems.

With modernization in technology, industrial automation is becoming more and more important in enhancing productivity and product quality. To meet Ontario's needs in the 21st century, we are responding to the increasing demand for highly trained personnel who will be capable of operating new, sophisticated manufacturing and testing equipment.

Industrial Automation technicians are able to support designs and installations as members of a multi-skilled production team and are completely familiar with these technologies: mechanical engineering, electrical/electronics engineering, hydraulics and pneumatics, and programmable logic controllers.

This program is unique in Canada.

CAREER PROSPECTS:
As an Industrial Automation technician, opportunities are available at the production level or as an associate of a design team for the development of automated devices and systems in industry.

SEMESTER 1

MENG1002	Engineering Design Theory I
MENG1007	Machining Fundamentals I
CADE1003	Computers in Engineering Applications I
MATH1025	Applied Mathematics I
GNED1011	General Education Foundation
ELECT120	Communications

SEMESTER 2

MENG1009	Engineering Design Theory II
MENG1004	Machining Fundamentals II
CADE1004	Computers in Engineering Applications II
MENG1008	Manufacturing Processes
MATH1050	Applied Mathematics II
ELECT110	Elective – General Education

SEMESTER 3

COMM1035	Professional Communications II
SCI1007	Engineering Science I
MENG2008	Control Technology I
ELECT	General Education
MENG2005	Mechatronics I

SEMESTER 4

MENG2007	Dynamics of Machines
MENG2010	Control Technology II
QC2001	Quality Assurance
ELECT	General Education
MENG2009	Mechatronics II

For more information, call the co-ordinator at (416) 944-4379 (voice mail ext. 6472) or Trades and Engineering at (416) 944-4595.

YOUR PROGRAM MAY OFFER A BURSARY OR SCHOLARSHIP.
Contact your Program Coordinator or the Financial Assistance Office to find out.

MECHANICAL ENGINEERING – QUALITY ASSURANCE

GBC Code T124
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 English and mathematics.

BACKGROUND:
A good background in mathematics and English will assist the student in comprehending the subjects of this program.

ABOUT THE PROGRAM:
Companies around the world are becoming more and more interested in quality assurance. This program was designed in response to industry need for people with knowledge and skills in this area – one of the newest and most challenging areas of industry today. In order to remain competitive, profitable, and efficient, companies are recognizing the need to have quality assurance systems in place.

Quality assurance is even more of a priority for companies following the adoption of a new set of international standards for products and services. ISO9000 is a series of generic product and service standards published by the International Standards Organization (ISO) – and the new standards are having a huge impact on businesses everywhere. Many companies are restructuring their manufacturing and service systems and techniques to meet the requirements of the new standards. In order to improve competitiveness, profitability, quality product output and customer service, companies are following the ISO9000 guidelines that have been recognized as a benchmark of quality.

This program emphasizes the development, maintenance, controlling and auditing of quality assurance systems. Students develop a comprehensive knowledge of statistics, quality assurance management techniques, concepts of reliability, quality costing, manufacturing cost estimating, computer-aided drafting (CAD), and computer-aided manufacturing (CAM) and management communication skills. Graduates get the education and training needed to write the Certified Quality Technician (CQT) examination of the American Society for Quality Control (ASQC). Ambitious graduates with some tutorials and the required quality function experience can write the CQE or CRE examinations given by the society.

CAREER PROSPECTS:
Graduates of this program can expect entry level employment as a quality assurance technician/technologist. With work experience, they can aspire to the level of quality assurance manager.

SEMESTER 1

MENG1002	Engineering Design Theory I
MENG1007	Machining Fundamentals I
CADE1003	Computers in Engineering Applications I
MATH1025	Applied Mathematics I
GNED1011	General Education Foundation
ELECT120	Communications

SEMESTER 2

MENG1009	Engineering Design Theory II
MENG1004	Machining Fundamentals II
CADE1004	Computers in Engineering Applications II
MENG1008	Manufacturing Processes
MATH1050	Applied Mathematics II
ELECT110	Elective – General Education

SEMESTER 3

MENG2016	Compu Measurement System DP-3DX
STAT2010	Statistical Quality Control I
QC2005	Inspection and Testing Systems (ISO 9002 QS)
MATH2023	Applied Mathematics III
MGMT2019	Quality Management Concepts
QC2006	Quality Systems ISO 9000 Series Applications
ELECT	General Education
COMM2011	Language and Communications III

SEMESTER 4

MGMT2020	Management of Quality Assurance
ACCT2018	Manufacturing Cost and Estimating
MATH2024	Reliability and Maintainability
QC2007	Statistical Quality Control II
PREP1005	Career Education
ELECT	General Education
COMM2012	Language and Communications IV

For further information, call Robert Young at (416) 944-4378 or Trades and Engineering at 944-4595 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING TECHNICIAN – TOOL AND DIE MAKER

GBC Code T116
Casa Loma Campus
2 Years (4 semesters)

Starting: September, January
Certification: Diploma
No summer classes

OCAS Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level including Grade 12 math and English) or equivalent, or mature student status (see page 203).

BACKGROUND:
A good background in mathematics is recommended. Drafting and machine shop are also recommended.

ABOUT THE PROGRAM:
Rapid changes in technology have caused a revolution in tool-and-die-making methods. Ceramic tooling has completely changed traditional metal-cutting methods and machinery. Electrical discharge machining (EDM) allows toolmakers to build tools, dies and moulds that could never before be imagined. Numerical control has brought the computer onto the shop floor.

To the student or journeyperson, this presents a new challenge – demanding imagination, patience, mechanical ability, deductive reasoning and, of course, skill as a craftsperson. The toolmaking technician program prepares students for these challenges in well-equipped shops and laboratories.

CAREER PROSPECTS:
Graduates of the two-year program can look forward to a career in the modern production process which includes machining, tool and die making, mouldmaking, quality control, process planning, estimating, designing, teaching and technical sales. Students who successfully complete this program may wish to pursue an apprenticeship as a machinist, tool and die maker or mouldmaker.

ADVANCED STANDING:
Students who successfully complete this program may, on completion of the required design and engineering courses, enter the Mechanical Engineering Technologist – Design program.

SEMESTER 1

MENG1002	Engineering Design Theory I
MENG1007	Machining Fundamentals I
CADE1003	Computers in Engineering Applications I
MATH1025	Applied Mathematics I
GNED1011	General Education Foundation
ELECT120	Communications

SEMESTER 2

MENG1009	Engineering Design Theory II
MENG1004	Machining Fundamentals II
CADE1004	Computers in Engineering Applications II
MENG1008	Manufacturing Processes
MATH1050	Applied Mathematics II
ELECT110	Elective – General Education
COMM1034	Professional Communications I

SEMESTER 3

MENG2002	Jig and Fixture Making
CADE2012	Computer Aided Manufacturing II
DRFT1014	Jig and Tool Design I
ELECT	General Education
COMM1035	Professional Communications II

SEMESTER 4

MENG2004	Die Making
CADE2013	Computer Aided Manufacturing III
DRFT2007	Jig and Tool Design II
ELECT	General Education

For more information, call Robert Young at (416) 944-4385 or Trades and Engineering at 944-4595 between 8 a.m. and 4 p.m.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

MECHANICAL ENGINEERING TECHNOLOGIST – DESIGN

GBC Code T120
Casa Loma Campus
32 Weeks (2 semesters)

Starting: September
Certification: Certificate
No summer classes

To apply, see below

PREREQUISITES:
Graduation from a recognized mechanical engineering technician program or its equivalent.

SELECTION PROCEDURES:
If you're applying after you have completed another mechanical engineering program at George Brown, apply directly to George Brown. If you are applying from outside, apply to OCAS. (See page 6).

ABOUT THE PROGRAM:
This program's emphasis on automated design will enable the student to further develop the new skills he or she has obtained in a mechanical engineering technician program. To survive in a computer-oriented product design environment, employees need a solid grounding in this high-tech field. George Brown's program allows students to hone these skills and provides industry with a knowledgeable and skilled employment pool. Centered around a well-equipped Computer-Aided Engineering Centre, the program exposes students to all aspects of computers as production and design tools in manufacturing. Graduates may expect to be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS:
The program is a high-technology level of training that emphasizes the skills required to become proficient in the field of computer-aided engineering. Graduates of the program can look forward to a career in the leading edge of engineering design, entering such areas as product design, consulting engineering design offices, part programming departments and industrial engineering offices.

SEMESTERS 1, 2, 3 AND 4
Courses in these semesters must be taken through one of the following five programs:

- Mechanical Engineering Technician – Design (EN117)
- Mechanical Engineering Technician – Tool and Die Maker (EN1040)
- Mechanical Engineering Technician – Drafting Design (CAD/CAM) (EN2010)
- Mechanical Engineering Technician – Industrial Automation (EN122)
- Mechanical Engineering Technician – Quality Assurance

DESIGN

SEMESTER 5

DRFT1018	Theory of Machines I
MATH3006	Mathematics V
SCI2006	Engineering Science IV
MENG1019	Mechanics of Fluids
CADE3006	Computer Aided Design III
DRFT1017	Machine Design I
ELECT	General Education

SEMESTER 6

DRFT1019	Theory of Machines II
MATH3002	Mathematics VI
SCI3002	Engineering Science V
PHY1006	Thermodynamics
CADE3007	Computer Aided Design IV
DRFT2012	Machine Design II
ELECT	General Education

For more information, call the coordinator at (416) 944-4379 or Trades and Engineering at 944-4595 between 8 a.m. and 4 p.m.

George Brown also offers more than 1,000 Part-time and Evening courses. Call 867-2464 or 1-800-263-8995 for a calendar

MICROCOMPUTER INSTALLATION AND REPAIR

GBC Code T515
Casa Loma Campus
1 Year (continuous for 52 weeks)

Starting: September, November and April
Certification: Certificate
Summer classes

Apply to GBC

SELECTION PROCEDURES:
Applicants may be asked to attend an orientation/assessment interview.

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203), or an admissions test in English, math and algebra.

ABOUT THE PROGRAM:
This program is designed to provide students with a clear understanding and working knowledge of the inner operation of microcomputer and/or personal computer (PC) hardware and systems. This goal is achieved by allowing the students to physically experiment and have hands-on experience with all of the circuits which make up a computer.

To realize this understanding, the student follows a logical path, first learning the basic rules and laws of electricity and electronics, then analog and digital electronic circuits, computer interfacing, programming, how to deal with operating systems and finally how to approach the testing and repair of a microcomputer. By the end of the program the student has completely disassembled and reassembled microcomputers, connected microcomputers together using modems, serial links and local area networks. The program is divided into 40 per cent theory and 60 per cent laboratory or practical work assignments.

CAREER PROSPECTS:
The program prepares graduates for employment and further on-the-job training as service technicians for digital electronic systems, microcomputer based control systems, personal computers and peripherals, modem communications, and simple local area networks primarily in the rapidly expanding field of personal computers and data communications.

Typical on-the-job activities may involve assembly, installation, testing, trouble-shooting, repair and upgrading of electronic and microcomputer systems.

SEMESTER 1

ELCL5006	DC Circuit Characteristics
ELCL5007	AC Circuit Characteristics
ELCL5008	Electrical Circuits Laboratory
ELNC5001	Digital Fundamentals and Circuits
ELNC5002	Digital Circuits Laboratory
ELNC5003	Semicanductor Fundamentals and Circuits
ELNC5004	Semicanductor Circuits Laboratory
ELNC5005	Passive Circuit Analysis (Applied Math)
ELNC5019	Introduction to Computer System Software
COMM5030	Business Practices and Communications (Part A)

SEMESTER 2

COMP5101	Microcomputer Fundamentals
COMP5102	Microcomputer Laboratory
ELCL5012	Principles of Interfacing
ELCL5009	Advanced Interfacing
COMP5104	Advanced Computer Systems Software
COMP5103	PC Systems Hardware
ELCL5010	Introduction to Data Communications
ELCL5011	PC Systems Laboratory
ELNC5011	Active Circuit Analysis (Applied Math)
COMM5031	Business Practices and Communications (Part B)
ELNC5022	Troubleshooting Laboratory

For more information, call the coordinator at (416) 944-4753/4754 or 944-4755 or Trades Engineering at 944-4595 between 8 a.m. and 4 p.m.

NEED SOME CAREER ADVICE? see pages 8 and 208

REFRIGERATION AND AIR CONDITIONING

GBC Code T504
Casa Loma Campus
36 Weeks

Starting: Continuous intake, every 12 weeks
Certification: Certificate
Summer classes, depending on start date

Apply to GBC

PREREQUISITES:
Grade 10 with credits at the general level and/or an admissions test.

ABOUT THE PROGRAM:
This program prepares people to enter an apprenticeship program leading to certification (compulsory in Ontario) as a journeyperson refrigeration and air conditioning mechanic. This program has a solid reputation in industry and college staff regularly consult industry representatives about the program. George Brown offers the largest hands-on training area of any college for this program. This is an excellent opportunity for people to enter a challenging trade that pays well. Graduates will be granted appropriate time off the apprenticeship period. The graduates are excused some of the in-school training of the apprenticeship program. The courses are presented in blocks of six weeks.

CAREER PROSPECTS:
Installer – The apprentice/graduate carries out installation duties assigned by a supervisor or a mechanic. These include running refrigerant and water lines, and siting and connecting up major items of equipment such as evaporators, condensing units and cooling towers. Inter-unit electrical wiring, siting controls and running control line circuitry are tasks that may also be allotted.

Serviceperson – The apprentice/graduate may undertake service work under the supervision of a mechanic. Troubleshooting and repairs to a wide range of heating, ventilating and air conditioning (HVAC) equipment will be carried out, involving both mechanical and electrical problems.

Salesperson – The graduate may work for an HVAC parts and equipment supplier. Duties include estimating and costing, advising customers on parts selection and consulting with manufacturers on a client's behalf. This position often leads to the offer of employment in the installation, maintenance or service fields.

Maintenance Mechanic – The graduate may assist in the installation, service and maintenance of the plant and equipment of employers such as a brewery, large factory or educational institution using HVAC equipment.

ADVANCED STANDING:
Students can get exemptions from basic apprenticeship training with their employer's approval.

COURSES

HVAC5017	Electricity for Refrigeration
MATH5031	Mathematics
HVAC5012	Refrigeration
MATH5032	Mathematics
DRFT5003	Drafting Blueprint Reading
HVAC5013	Refrigeration
MGMT5006	Small Business Management
DRFT5004	Drafting Blueprint Reading
HVAC5014	Refrigeration
MGMT5002	Small Business Management
WELD5001	Oxy-Acetylene Welding/Brazing/Cutting
MGMT5003	Small Business Management
HVAC5015	Refrigeration – Air Conditioning
MGMT5004	Small Business Management
HVAC5016	Refrigeration – Air Conditioning

For more information, call the co-ordinator at (416) 944-4363 or Trades and Engineering at 944-4595.

NEED SOME CAREER ADVICE
see pages 8 and 208

STATIONARY POWER PLANT ENGINEERING

GBC Code T106
Casa Loma Campus
2 Years (4 semesters)

Starting: September
Certification: Diploma
No summer classes

Apply to OCAS

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203). Grade 12 technical mathematics.

ABOUT THE PROGRAM:
A complete shop area used exclusively for teaching purposes enables students to prepare for a career as a 4th or 3rd class stationary power plant engineer. Students learn about the operation and management of power equipment used to serve industry, and about computerized systems involved with the programmable monitoring process. They also learn to troubleshoot, using simulated power plant conditions, in a shop area designed specifically to meet industry needs in southern Ontario. Two months of on-the-job training in Semester 4 give students further work experience and qualifying time for certification. While the full program prepares them for a 3rd-class level, it also includes content related to 2nd-class level that enhances career prospects for graduates. Provincial legislation on standards and certification is incorporated into the program.

Students who successfully complete the first year (semesters 1 and 2) and six Ministry of Education and Training (MET) modular block exams may apply for provincial certification as a 4th class stationary power plant engineer. They may also go on to second year (semesters 3 and 4), complete their work experience, and write another six MET exams in order to apply for certification as a 3rd class stationary power plant engineer.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates with 3rd class certification are in a good position to obtain employment. Because of this program's training, graduates are in an advantageous position to move to the 2nd class level by continuing with either extension class or correspondence studies. Positions of higher responsibility are attainable in this occupation with 2nd or 1st class certificate of qualification.

SEMESTER 1

SPPE1005	Power Plant Operation – Phase I
SPPE1006	Power Plant Mechanical Maintenance – Phase I
SPPE1007	Power Plant Integrated Computer Control Systems
SPPE1003	Power Plant Boilers and Auxiliaries I
SPPE1004	Power Plant Applied Chemistry I
SPPE1011	Power Plant Electricity and Control Systems
GNED 1011	General Education Foundation

SEMESTER 2

SPPE1008	Power Plant Operation – Phase II
SPPE1009	Power Plant Maintenance – Phase II
SPPE1010	Power Plant Integrated Computer Control Systems II
SPPE1014	Power Plant Applied Science I
SPPE1002	Power Plant Heat, Gas Comp and Refrigeration I
SPPE1013	Power Plant Prime Movers I
SPPE1015	Power Plant Regulations and Safety I
ELECT110	Elective – General Education

SEMESTER 3

SPPE2006	Power Plant Design and Operation – Phase I
SPPE2007	Power Plant Maintenance – Phase III
SPPE2008	Power Plant Integrated Computer Control Systems III
SPPE2003	Power Plant Heat, Gas Comp and Refrigeration II
PPE2002	Power Plant Applied Science II
PPE2010	Power Plant Electricity and Control Systems III
ELECT	General Education
COMM2005	Power Plant Communications

SEMESTER 4

SPPE2009	Power Plant Design and Operation – Phase II
SPPE2012	Power Plant Maintenance – Phase IV
SPPE2004	Power Plant Boilers and Auxiliaries II
SPPE2011	Power Plant Integrated Computer Control Systems IV
SSPE2005	Power Plant In-Plant Training
SPPE2014	Power Plant Applied Chemistry II
SPPE2001	Power Plant Safety and Administration II
SPPE2013	Power Plant Prime Movers II
ELECT	General Education

For more information, call the co-ordinator at (416) 944-4364 or Trades and Engineering at (416) 944-4595.

VIDEO SYSTEMS AND SERVICE

GBC Code T514
Casa Loma Campus
1 Year (continuous for 48 weeks)

Starting: September, January
Certification: Certificate
Summer classes

Apply to GBC

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 203) or Academic Upgrading Level 4 (see page 24) or an admission test/functional level test in English, mathematics and algebra.

SELECTION PROCEDURES:
Applicants must attend an orientation/assessment interview.

ABOUT THE PROGRAM:
The program provides individuals with a broad foundation and understanding of general electronics including semiconductors, digital circuits, AM/FM stereo receivers and video camera fundamentals. Specialized training is provided in television systems, video monitoring systems and video record/playback systems.

Through the application of developed skills and acquired knowledge attained during the program, the graduate is prepared to service and maintain the above systems with an ability to diagnose, locate and repair faults.

The program uses lectures and hands-on experience supplemented with elements of self-paced independent learning. Both component and system level trouble-shooting are stressed. This program is divided into 40 per cent theory and 60 per cent laboratory or practical work assignments.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
The program prepares graduates for employment and/or further on-the-job training in this diversified field of electronics. Opportunities for employment exist with broadcasts and post production industries as a maintenance person, as well as with retailers, wholesalers and manufacturers in the service and/or sales departments.

SEMESTER 1

ELCL5006	DC Circuit Characteristics
ELCL5007	AC Circuit Characteristics
ELCL5008	Electrical Circuits Laboratory
ELNC5001	Digital Fundamentals and Circuits
ELNC5002	Digital Circuits Laboratory
ELNC5003	Semiconductor Fundamentals and Circuits
ELNC5004	Semiconductor Circuits Laboratory
COMP5105	Introduction to Computer System Software
ELNC5005	Passive Circuit Analysis (Applied Math)
COMM5030	Business Practices and Communications (Part A)

SEMESTER 2

ELNC5006	Linear Circuit Applications
ELNC5007	Linear Circuits Laboratory
ELNC5008	AM-FM Stereo Fundamentals and Circuits
ELNC5009	AM-FM Stereo Radio Circuits Laboratory
ELNC5010	Television Systems and Standards Introduction
ELNC5015	Video Record/Playback Systems
ELNC5016	Television Systems Laboratory
ELNC5017	Camera Theory and NTSC Processing Circuits
ELNC5018	Video Tape Recorder Laboratory
ELNC5023	Active Circuit Analysis (Applied Math)
COMM5031	Business Practices and Communications (Part B)

For more information, call the coordinator at (416) 944-4753/4754 or Advanced Engineering at 944-4400 between 8 a.m. and 4 p.m.

WELDING FITTER

GBC Code T524
Casa Loma Campus
36 Weeks

Starting: September
Certification: Certificate
No summer classes

Apply to OCAS

PREREQUISITES:
Grade 10 technical mathematics and English at or above general level or equivalent or mature student status (see page 203) or an admissions test.

ABOUT THE PROGRAM:
This well-established program takes place in the college's excellent shop facilities. Students get sound practical instruction, together with appropriate theory, in all of the major welding processes now used in industry. Graduates will be able to meet recognized industrial standards of competence in the use of the shielded metal arc (SMAW), gas metal arc (GMAW), flux-cored arc (FCAW), gas tungsten arc (GTAW) and oxy-acetylene welding and cutting processes. Graduates will be eligible to take a practical all-position SMAW test to qualify for certification for pressure welding at the Ontario Ministry of Consumer and Commercial Relations. Graduates will also have a sound knowledge of the fundamentals of fabrication procedures and the interpretation of shop drawings.

CAREER PROSPECTS:
The steel fabricating industry is extremely diversified, producing a wide range of products. Consumer goods, automobiles, structural steel components for buildings and bridges, pressure vessels and industrial and transmission piping installations are all examples of products requiring skilled welders. A graduate from the Welding Fitter program possesses skills to enter any of these interesting fields and advance towards positions of responsibility in the welding field.

SEMESTER 1

WELD5018	Welding Theory
WELD5012	Oxy-Acetylene Welding/Brazing/Cutting
WELD5013	Shielded Metal Arc Welding
WELD5014	Fabrication
DRFT5022	Drawing Layout and Calculation
COMM5034	Industrial Communications

SEMESTER 2

WELD5018	Welding Theory
WELD5012	Oxy-Acetylene Welding/Brazing/Cutting
WELD5013	Shielded Metal Arc Welding
WELD5014	Fabrication
WELD5015	Gas Tungsten Arc Welding
WELD5016	Gas Metal Arc Welding
DRFT5022	Drawing Layout and Calculation

For more information call the coordinator at (416) 944-4349 or Trades and Engineering at 944-4595.

OUR TELEPHONE NUMBER IS CHANGING OCTOBER 10, 1995.
See Inside Front Cover for Details.

WOMEN INTO TRADES AND TECHNOLOGY

GBC Code T509
Casa Loma Campus
18 Weeks

Starting: October, February
Certification: Training profile issued
No summer classes

OCAS Apply to OCAS

SELECTION PROCEDURES:
Applicants must write an admission test prior to interview.

ABOUT THE PROGRAM:
This program provides women who have not previously worked with hand and power tools with a chance to develop skills in a variety of trade and technical areas. It is a good introduction to a range of areas in trades and technology. A practical hands-on method of learning is emphasized and students are encouraged to learn a logical approach to mechanical and electrical problem-solving, which is essential in most trade areas.

Students are also exposed to academic/technical subjects including basic blueprint reading, technical English and mathematics. This combination of shop and academic instruction gives students the "catch up" skills and self-confidence needed to continue in a non-traditional career path.

To assist students in confirming/selecting their career goals, educational and industrial tours covering a wide range of technology and trades are conducted during the program. After being exposed to a range of skill areas, students may wish to pursue one preferred area with further study in a George Brown program or they may wish to apply for an apprenticeship.

CAREER PROSPECTS:
Graduates have gone on to train in such programs as: CAD/CAM, numerical control, machine shop, aircraft maintenance technician, electrical engineering, refrigeration and air conditioning, major appliance servicing, electronics, drafting, truck driving, heavy equipment operator, offset printing, cabinet making, welding, masonry and power engineering.

COURSES

PREP5009	Academic/Technical
PREP5010	Trades/Technical

For more information, call Advanced Engineering at (416) 944-4400.

NEED SOME CAREER ADVICE ?
see pages 8 and 208

INTRODUCTION TO THE TECHNICAL TRADES
(POST-SECONDARY PROGRAM)

GBC Code TBA
Casa Loma Campus
42 Weeks

Starting: September
Certification: Diploma
No summer classes
Pending Ministry Approval

OCAS Apply to OCAS

PREREQUISITES:
Grade 12 Ontario Secondary School Diploma (with credits at or above grade level) or equivalent, or mature student status.

DESCRIPTION:
The Introduction to the Technical Trades program has been designed to offer individuals a choice when considering a career in the new construction and construction service sectors. The program allows the student to progress through the main construction trade sections: Carpenter, Plumber, Electrician, Welder/Fitter, Heating, Ventilation and Air Conditioning (HVAC) and Millwright. The purpose of this program is to prepare the student with the entry level skills necessary to successfully enter the Construction Field.

Through practical and theoretical projects the student will gain confidence and experience in the individual trade sections giving he/she the necessary information to make informed career choices. Graduates of this program will possess a broad range of skills making them more adaptable to change, thus increasing their demand during recessionary times.

CAREER PROSPECTS:
Once graduates decide which sector of the industry interests them, they can take the appropriate steps for their career. Choices could range from seeking employment as an apprentice, or increasing their knowledge and skill level with further study (eg. post-secondary and certificate programs).

BLOCK A
Drafting & Blueprint Reading With Auto CADD
Structured Computer Practica Lab
Introduction to Computing
Structured Computer Practica Lab
Safety
College English (COMM120)
Technical Mathematics

BLOCK B
Electrical Theory
Structured Electrical Theory Lab
Electrical Practical
College English (COMM120 continued from first block)

BLOCK C
Heating and Air Conditioning Theory
Structures HVAC Theory Lab
Heating and Air Conditioning Practical
General Education I

BLOCK D
Plumbing Theory
Structured Plumbing Theory Lab
Plumbing Practical
Plumbing Field Placement
General Education I (continued)

BLOCK E
Welding Theory
Structured Welding Theory Lab
Welding Practical
General Education I (weeks 1-3)
General Education II (weeks 4-6)

BLOCK F
Millwrighting Theory
Structured Millright Theory Lab
Millwriting Practical
General Education II (continued)

BLOCK G
Carpentry Theory
Structured Carpentry Theory Lab
Carpentry Practical
General Education II (continued)

For more information, call the coordinator at (416) 944-4354 or 944-4595.

APPRENTICESHIP

WHAT IS APPRENTICESHIP?

It is an agreement between a person like you who wants to learn a skill, and an employer who needs a skilled worker. Both the person who is learning and the employer who is training benefit from an apprenticeship. The apprentice becomes a fully qualified journeyperson, with skills that can provide him or her with a rewarding career. The employer gains a skilled worker who can help the company succeed.

HOW LONG DOES AN APPRENTICESHIP LAST?

Apprentices learn their skills through on-the-job practice. They spend two to five years learning their trade. About 90 per cent of the time is spent in the workplace. The rest is usually spent at a community college. While apprentices are learning, they are earning, too. Their employers pay them while they are training.

WHAT ARE THE ENTRANCE REQUIREMENTS?

In most trades, the minimum educational requirement is Grade 10. Employers and unions may insist, however, that applicants have a higher educational level as well as credits in specific subjects. Apprentices must be at least 16 years old.

WHO CAN I TALK TO FOR SUPPORT AND INFORMATION?

People registered as apprentices and people interested in seeking apprenticeship can call the George Brown College Access to Apprenticeship Office at (416) 956-7351.

HOW DO I REGISTER?

Apprentices are registered by the regional offices of the Ministry of Education and Training. You cannot register for an apprenticeship at George Brown College. Either you or your future employer can call the regional office and ask one of the consultants to visit your workplace. The consultant will make sure that you both understand what apprenticeship is all about.

The following apprenticeship programs are offered at George Brown College, but you must register for these programs with the Ministry of Education and Training. See the phone numbers listed below.

PROGRAM TITLE

- Appliance Servicing
- Baker 2 – Basic and Advanced
- Baker – Branch 3 (Patissier)
- Carpenter – General
- Cook II – Basic and Advanced
- Electrical (Construction and Maintenance)
- Glazier and Metal Mechanic
- Hairstyling – Basic
- Hairstyling – Advanced
- Industrial Electronic Controls
- Industrial Mechanic (Millwright)
- Ironworker
- Machine Printing Offset
- Millwright (Construction)
- Plumber
- Radio and TV Servicing
- Refrigeration and Air Conditioning
- Retail Meat Cutter
- Sheet Metal Worker
- Sprinkler and Fire Protection Installer
- Steamfitter

For more information on apprenticeship programs visit or write to the Apprenticeship and Client Services Branch, Ontario Training and Adjustment Board (OTAB), at 625 Church St., 1st Floor, Toronto, Ont. M4Y 2E8, or call 1-800-387-5656. Or you can call your local apprenticeship field office:

Toronto Central: (416) 326-5800

Toronto East: (905) 837-7721

Toronto West: (905) 279-7333

COURSE DESCRIPTIONS

Course descriptions are subject to change and not all courses appear in this listing. The following courses are listed in alpha-numeric order by course code.

ACC2015 Management Accounting
Far non-accountants who want an understanding of managerial accounting techniques used in planning, organizing and controlling operations within a company. Prerequisite: ACC102.

ACCT1001 Introduction to Accounting I
The accounting cycle including calumnar journals, subsidiary ledgers, work sheets, adjusting and closing entries financial statement, notes and interes, payroll account, voucher system.

ACCT1004 Accounting for Decision-Making
Emphasis is an accounting as a decision-making taal. Topics include accounting for inventaries and fixed assets, portnerships and corporations, responsibility accounting, manufacturing accounting, budgeting and financial analysis.Prerequisite: ACC100.

ACCT1007 Accounting I
See ACC103

ACCT1008 Accounting II
See ACC104 Prerequisite: ACC109.

ACCT1014 Introductory Accounting
Gain an understanding of the accounting process as applied to a service organization, the mechanics of the accounting cycle from the recording of the original entry through the preparation of financial statements, petty cash and the bank reconciliation statement.

ACCT1015
A continuation of ACC113.

ACCT1018 Financial Management and Analysis I
Learn about financial statements with emphasis on financial analysis of the balance sheet, the income statement and combined market ratios, financial concepts in the areas of securities availability and valuation, investing, inflation, value of money and financial markets.

ACCT1019 Financial Management and Analysis II
Learn to understand short-term financing sources, dividend policy and retained earnings, issuing securities, earnings, long-term financing sources, preferred and comman shares, convertible securities and warrants and international finance.

ACCT2010 Advanced Accounting for Fashian
Learn business theary as it relates to the methods and techniques of accounting, current and lang term liabilities, partnership accounting, organization and operation of corporations.

ACCT2017 Financial Management
Explare the accounting functians af the hospitality business. The emphasis is an the financial data that may be acquired and fram which managerial decisions may be made. Prerequisites: ACCT1007, ACCT1008, HOST1005.

ACCT4001 Financial Management for Sport and Event Marketing
Financial statement analysis, planning and forecasting, leverage and break-even analysis, management of working capital, capital budgeting, financing sources, staffing and the management of liability and risk.

ACCT5005 Haspitality Accounting Procedures
Learn to follaw simple, basic procedures used in the haspitality business to maintain accountability and control over revenues and assets, facussing an those controls that foll within the responsibility af a server or bartender.

ACCT5015 Product Casting
In this course, the hospitality student is required to calculate yields per batch and total ingredient costs for specific formulae and to calculate wages productivity for variaus baked products.

ANAT1000 The Body Alive
This course is designed to provide the student with a fundamental understanding of the human body. It includes developmental, organizational and functional principles.Specific references emphasize relationships amang structure, function and mechanisms that permit humans to survive in, and interact with, their environment – both physical and social. This course helps students become scientifically literate when reading and assessing information regarding the human organism.

ANAT1000 The Body Alive
Designed to provide the student with a fundamental understanding af the human body, this course includes developmental, organizational and functional principles of structure, function and mechanisms that permit humans to survive in and interact with their environment.

ANAT1006 Anatoomy and Physiology I
This course is designed to provide the student with a basic, fundamental background in anatamy and physiology. Throughaut the course, specific references as to haw structure determines function and haw hameostasis is maintained will be emphasized.

ANAT1007 Ora-Facial Anatomy
A lecture and independent learning course designed to teach the student basic dental terminology, the three major notation systems, the development, structure, form and function af teeth, eruption chranology, the functional relatianships af the teeth and their supporting structures, basic head and neck anatamy.

ANAT1011 Anatomy and Physiology II
The endocrine system, reproduction, the cardiovascular system, cardiavascular-respiratary integratian, acid/base balance in the body, genetics, microbiology, non-specific body defences and the immune system, and special senses.

ANAT1011 Anatomy and physiology II
This course is designed to further enhance the student's knowledge af the structure and function af the human body. The relationship between anatomy (structure) and physiology (function) will be emphasized throughout. The concept of homeastasis is explared further. integration af the systems of the body is developed.

ANAT1014 Functianal Anatomy and Physiology
Gain a knowledge base respecting the anatomy and physiology of the human hearing and equilibrium mechanism.

ANAT1015 Anatomy and Physiology I
Levels af organization, the skeletal system, the muscular system, the nervous system, the gastrointestinal system, the cardiovascular system, the respiratary system and the urinary system.

ANAT1017/1018 Anatomy for O.P.III
This course focuses on functional skeletal and muscular anatomy, especially as it relates to arthotic and prosthetic fit and function, the anatamy and function of all the major jaints, blood vessels and nerves.

ANAT1020 Advanced Head and Neck Anatomy
The skull, muscles of mastication and the T.M.J., the origin, pathway, functional component, and structures innervated by cranial nerves V, VII and IX, an overview of the ANS, extra and intracranial blood supply, and routes and spread of dental infection.

ANAT1021 Human Biology I
Basic concepts of human anatomy and physiology, homeostasis terminology, body organization, body fluid compartments, fluid and electrolyte balance, transport mechanisms, acid-base balance and several af the major bodily systems, namely the integumental, nervous and musculoskeletal systems. A discussian af homeostasis mechanisms is incorparated inta each cantent area. Prerequisite: BIO125, PHARM102.

ANAT1022 Human Biology
Haw the structure af the human body determines the function of the parts with knowledge fram chemistry, physics, and math.

ANAT1027 Anatomy of Physiology
This course examines the af the anatomy and physiology of the eye, ear and central nervous system are the core af this course. Emphasis will be put an the causes of blindness, deafness and deafblindness. Students will alsa investigate a variety af other disabilities which may be encauntered in the cammunity af persans who are deaf-blind.

APPL5001 Micrawave Ovens and Electrical Ranges
The principles af micrawave cooking, onstruction and operation af cammon micrawave aven types, microwave avens and related components to troubleshoot, peak test, and use for performance evaluations, electric ranges, emphasizing selfclean ranges, troubleshaating and diagnostic methods.

APPL5002 Basic Refrigeration and Refrigerators
Refrigeration theary, dehydrating the system and pressure/temperatura relatianships, the compression system, safe handling af refrigerant emphasizing reclaiming and recycling, safe handling and use of the prestolite torches and equipment, and brazing and soldering projects.

APPL5003 Freezers and Room Air Canditioners
Building, charging and testing the bench refrigeration system, compressor types and designs, and types of refrigerators and freezers, using the service manual and troubleshooting, window air conditioner installation and performance testing, and troubleshooting and repair.

APPL5004 Dishwashers and Clothes Dryers
The principles and operation af electric clothes dryers, diagnosing and service procedures to effect their repair, dishwasher principles and operation of various cycles, problems af washability and water, and service and repair procedures.

APPL5005 Clothes Washers and Campactors
Automatic clathes washers, their operation, diagnosing problems, testing and service procedures ta make repairs.

APPL5011 Electricity far Appliances
Electron theory, sources af electricity, voltage and current resistance, twenty electrical projects that reinforce theary lessons, learning types of circuits and how to interpret pictorial and schematic diagrams, inductance, capacitance and A.C. motors and relays. This course is prerequisite for all other modules.

ARCH1001 Architectural Plan Interpretation I
Build on techniques to interpret residential drawings with a view to understanding structure and alter same.

ARCH2001 Architectural Plan Interpretation II
Interpret commercial plans, specifications and building code, typical commercial plans and specifications to access information pertaining to site, sections and details, engineering plans and specifications for concrete, structural steel, electrical and mechanical details.

ARCH2002 Urban Studies – Social Housing Management
This course acquaints the student with the origins of urban planning, the Planning Act in Ontario land use, zaning and re-zaning by-laws, housing policy in Canada, Co-op and Municipal non-profit housing and management, and the structure af metropalitan and urban development.

ARCH3001 Architectural Design I
Gain an understanding of building design issues from project conception through to design development and produce a complete design for a multi-use building. Prerequisite: DRFT2005.

ARCH3002 Architectural Design II
Explare external issues which influence building design, including jurisdictional and contextual parameters and produce a complete design far a commercial building. Prerequisite: ARCH3001.

ARCH3003 Urban Planning
This introductory course familiarizes the student with basic planning theory and processes, with particular emphasis on the interrelatianships of various tiers af government and elements of urban infrastructure.

ARCH3004 History of Building
The history of Western architecture, fram the time of the Greeks to the present day. Architectural styles and important buildings in Toronta are examined within this context.

ARCH3005 Community Planning
Community planning issues such as land development and distribution systems. The focus places a land parcel scheduled for development into a perspective relative to the cammunity in which it is situated.

ART1002 Colour Theary I
An introduction to the study of colaur systems based an scientific principles of light and colaur, aspects of colour in visual cammunications, including physical, aptical and psychalogical properties.

ART1003 Calour Theory II
The explaration of colaur through the use af a variety of materials and techniques such as paints, inks, dyes, paper, photagraphs and fabrics, colour harmanies, intensities and values, the sensory and the emotional impact af calaur on human behaviour and new colour technalagies which are available to visual cammunicatars. .

ART1007 Fundamentals af Drawing I
This course is an introduction to drawing through the abservation of the human figure. Through a series af exercises, it teaches the student how to see and draw.

ART1009 Drawing Research
This course intraduces the student to the use of systematic stages for the development of a drawing. A variety of media are explored.

ART1010 Fundamentals af Drawing II
This course continues the stress on drawing through the observation of everyday objects and the human figure. Through a series of exercises, it continues to teach the student haw to see and draw.

ART1012 Drawing Research and Multi-Media Rendering
In this course, the student continues to explare the use of systematic stages for the development af a drawing. A variety af media which are used in the fields af graphic design and advertising are explored. Perspective is tought in relation to interiar renderings, exhibits, signage and outdoor sketching.

ART2001 Prafessional Drawing I
This course begins the quest for new discoveries related to the study of the elements, methods and media involved in a strang commercial approach to drawing. The student is encouraged to develop a system af analysis by which to campare their wark to the wark of successful prafessional artists, illustrators and designers.

ART2002 Prafessional Drawing II
This course is a continuation of the study of the elements, methads and media involved in a strang cammercial approach to drawing. Through a logical, method-oriented system, the student will develop drawing and rendering skills. The development af an individual style is encouraged.

ART3001 Professianal Drawing III
This course interprets the various components which make up drawings and applies them to practical situatians. The student warks ta praduce as well as assess a variety of drawings, fram interpretive to systematic, from syntactic to semantic. The students learns to abstract, integrate, experiment and conceptualize by illustrative means.

ART3002 Professianal Drawing IV
This course interprets and applies the various campanents which make up drawings to practical situations. The student works to praduce as well as assess a variety at drawings fram interpretive to systematic, from syntactic to semantic. The student learns to abstract, integrate, experiment and conceptualize by illustrative means. Project solutians require an advanced level af elaboration and imagination.

ART5001 Basic Drawing
The student will wark toward developing a sensitivity to the qualities of line, texture, value and colaur far an increased awareness af visual perception and an ability to achieve a certain accuracy at representation.

BIND1001 Binding and Finishing
Programmable guillotine cutters and basic cutting, the 17⅛" x 22⅛" and 20" x 26" Baum folders and basic folding, operation of the Bastitch 19E hand stitcher, operation of paper drill and round cornering, and basic hand binding, foil stamping and handling materials.

BIND2001 Binding and Finishing
Cutting, folding and the operation af the Mueller Gathering machine and the Mueller Automatic Stitcher/ Trimmer, Cerlax and thesis binding, adhesive binding on the Mueller Pony 5 Rota-Binder and jab planning.

BIND3002 Binding and Finishing
Machine binding with programmable and computerized cutters, folding machines, the perfect binder and stitcher-trimmer, knife changes for the guillotine, slitting for 2-up wark, scaring and perforating, adhesives, different feeder systems on the falders, paper and paper grain.

BIND3003 Binding and Finishing
A variety af handbinding operations which incorporate design with the ability to wark with the hands, the use of leather, vinyl, cotton and satin, conventional book coverings, decorating a book with brass plates and brass or silver corners, some book repairs, paper, paper grain and adhesives.

BIO1014 Biology for Pre-Health
Human biology and physiology and how the structure of the human body determines the function of the parts.

BIOL Biological Basis of Behaviour
This course examines how human biology affects behaviour. Subjects covered include a historical averview (Ancient Greece to modern times), genetics, biolagical mechanisms such as harmonal influences and how these physiological processes human behaviour.

BIOL1001 Anatomy and Physiology
Gain a comprehensive understanding of the structure and function af the body systems and the interaction af these systems in maintaining hameostasis.

BIOL1006 Anatomy and Physiology af the Lower Extremities
Provides the chiropody student with a detailed knowledge af the narmal anatamy and physiology of the lower extremities. The use of radiographs as diagnastic aids will be discussed.

BIOL1007 Microbiology
The physiological requirement af aral bacteria, viruses and fungi, the basic concepts of the sources and spread af infection, potential aral pathogenicity and innate body defense mechanisms.

BIOL1015 Microbiology
An averview of the basic principles af microbiology, infectaus diseases of the feet and the body's response to microbial invasion.

BIOL1016 Biology for Fitness
The principal systems of the human body, the representative organs af each system and the function af each system, cannective and skeletal tissue, neurophysiology and the structure af the circulatory and pulmonary systems.

BIOL2001 Biamechanics I
Gain the knowledge and understanding of biomechanics necessary for the diagnosis and management af conditians with a biomechanical basis.

BIOL2002 Clinical Microbiology
The general microbiolagy principles ta apply to specific bacteria, fungi and viruses that intect the foot.

BIOL2003 Biamechanics II
Develap an understanding of the various misalignments which can accur in the foot and leg.

BIOL3001 Human Genetics
This course will deal with the physiological mechanisms which allow the body to recognize materials as foreign or abnormal and to neutralize or eliminate them; in essence mechanisms that maintain uniqueness af "self".

BLDG1001 Materials and Methods of Construction
Gain an understanding and working knowledge of building materials and their properties and use in construction.

BLDG1002 Architectural Materials and Methods I
The material pracesses and procedures used in the construction industry. This course supplements ARDR236. Prerequisite: BLDG1001.

BLDG1003 Tools and Equipment
The selection, identification, maintenance and safe use af hand and power tools, and organizing and completing shap projects.

BLDG1004 Materials and Applications
Learn to identify materials commanly used in the renavation construction industry and complete projects designed to demonstrate their specific qualities and applications.

BLDG1005 Construction Safety
All aspects of safety related to renovation construction and specifically ta the Canstruction Safaty Act af Ontario.

BLDG1006 Business Literacy and Applications
Learn basic communication skills, reading and writing assignments, technical report writing, proper methods at study, the use of computers.

BLDG1007/1008 Residential Construction Principles
All aspects of residential construction, the layaut of buildings thraugh to roof canstruction including interior and exterior finishes, millwark and hardware selection and installation.

BLDG1009/1010 Renavation Methods and Materials

Renovation methods employed in residential construction, from minor renovations such as a new door or window to major retrofits involving structural changes.

BLDG1011 Architectural Materials and Methods II

Gain a working knowledge of preliminary job planning, work methods, materials and equipment involved in the below-grade portion of structures with cross-references to the Ontario Building Code and Act throughout, project phases, drawings, project team, site investigations, excavation and equipment.

BLDG1012 Construction Materials II

Masonry, wood, lumber, insulation materials, gloss, metals (steels and alloys), plastics, roofing with regard to manufacturing, physical properties, structural properties, nomenclature, classification and construction practices.

BLDG1013 Ontario Building Code, Parts 3 & 9

The distinction between Part 9 and Part 3 Buildings, basic knowledge of inspection, construction and building classification, separation ratings, provisions for fire lighting, lighting, and emergency power, exiting, health requirements, flame spread ratings and interior finishes, and barrier free requirements for occupancies as regulated under the Ontario building Code and other applicable standards.

BLDG1014 Specifications 1

Gain a thorough knowledge of building specifications, including format, contents, language, compilation and assembly.

BLDG1015 Woodwarking

The student learns the basic skills required for using hand tools and power tools. Projects use tools and skills required in piano rebuilding to make jigs for specific jobs in the piano technician field.

BLDG2001/2002 Commercial Construction Principles

All aspects of commercial construction, the layout of commercial buildings dealing with suspend ceilings, concrete form work and stair building.

BLDG2003/2004 Renavation Methods and Materials II

Renovation methods employed in commercial construction, materials used in commercial renovations, floor, ceiling and wall systems, sound control, fire ratings and drywall installations.

BLDG2005 Renavation Business Management

The necessary business skills to set up and monitor a renovating business, the basics of small business management, payroll, bookkeeping, insurance, worker's compensation, O.H.I.P., business registration and licensing, computerization.

BLDG2006/2007 Associated Trades

Gain a basic understanding of the theory and practical aspects of the various trades involved in renovation projects and learn to assess complexity and the extent of the involvement of the plumbing, electrical and masonry trades.

BLDG2008/2009 Renavation Methods and Materials III

The practical and theoretical techniques used in finish carpentry particularly with respect to renovation projects, matching existing materials with innovative, technologically advanced products, utilizing finish carpentry techniques and new materials.

BLDG2010 Renavation Project Management

The necessary business skills to set up and monitor a renovating business, the basics of small business management, payroll, bookkeeping, insurance, worker's compensation, O.H.I.P., business registration and licensing, computerization.

BLDG2011 Renavation Business Marketing

Learn to develop a business plan, its importance for successful financing and organization of a renovation business, marketing techniques, customer identification, advertising, pricing and assessment of competition.

BLDG2012 Ontario Building Code, Architectural II

The implications of Ontario Building Code Part 3 regulations on building design and construction document preparation. Prerequisite: OBC100.

BLDG2013 Specifications 2

Learn the basics of architectural business practice, typical project phases from client contact through to construction bid solicitation. Prerequisite: SPEC300

BLDG3001 Building Science

Learn the principles of construction methods as related to OBC Part 3 buildings, and rain-screen and curtain wall details. Prerequisite: ARCH210.

BLDG5006 History, Regulations, Health and Safety

Learn trade history and current regulations and develop a working knowledge of safe use of equipment, safety procedures, rigging and emergency first aid.

BLDG5007 Materials and Supplies

A study of materials commonly used in construction by carpenters, bath synthetic and natural materials including plastic laminates and common woods, rough and finished hardware and adhesives.

BLDG500B Plans, Specifications and Codes

A study of fundamental drawing techniques, including symbols, dimensioning, and line types, develop a series of instrument drawings, interprete and understand the Ontario Building Code.

BLDG5009 Hand and Power Tools

Learn proper selection and use of hand and power tools in a series of woodworking projects.

BLDG5010 Plans, Specifications and Codes II

Learn to interpret and draw fundamental residential blueprints.

BLDG5011 Residential Construction

The development of residential house construction techniques from the ground up, with constant reference to the Ontario Building Code.

BLDG5014 Commercial Construction

The development of commercial construction techniques according to the Ontario Building Code.

BLDG5015 Commercial Construction

The development of commercial construction techniques from concrete forms to acoustic ceilings.

BUS1001 Introduction to Canadian Business

BUS1007 Faculty-Directed Canadian Securities Study Course I

Develop the self-discipline and motivation required to work towards the completion of the Canadian Securities Course. With the guidance of a faculty advisor, work on assignments as required for submission to the Canadian Securities Commission.

BUS1008 Business Laboratory I

Learn about fashion merchandising, providing a real world exposure to the many challenges faced in the merchandising field. The fashion store's weekly results in soles, inventory, profit, turnover, markdowns, and opening will be analyzed and discussed. The student will build a portfolio and present research assignments.

BUS1009 Faculty-directed Canadian Securities Study Course II

The student, with the guidance of a faculty advisor, will complete the assignments as required for submission to the Canadian Securities Commission in preparation for writing the Canadian Securities examination.

BUS1010 Managing Your Job and Yourself

Learn how to plan a daily routine incorporating time management tools and techniques, how to manage the broker's time, how to monitor and evaluate the results of a specific decision, organize the work station for efficient job performances and control concurrent tasks.

BUS1012 Document Processing

The skills required to check facts, spell correctly and prepare complete and correct final copies of all types of documents used in a business office.

BUS1016 Production Scheduling

This course introduces the student to operations management. The student is introduced to the process of data collection and information analysis through decision making, forecasting, aggregate planning and inventory control. This information is necessary to generate business strategies.

BUS1018 Machine Transcription

The skills required to operate an electronic transcription unit, develop and refine proofreading and grammar skills, use proofreaders' marks to indicate corrections and produce mailable documents by transcribing from prerecorded tape.

BUS1021 Medical Terminology

This course allows the student to recognize and explain the meaning of medical terminology as it occurs in the medical environment, whether written or spoken. The course will demonstrate a knowledge of the formation of medical terms and the shape, structure and function of the human body and its parts.

BUS2004 Financial Institutions and Their Functions

Chartered Banks, historical development, legislative background, schedule A and B banks, reserve requirements, products and services. Trust companies, historical background, similarities/differences re chartered banks, forms of trusteeship. Insurance industry, life insurance, fraternal benefit societies, health and accident. Canada Deposit Insurance Corporation, role, structure, background, coverage, additional powers. Canada payments system, evolution of cheque clearing mechanism, present day operation, future trends. Securities market, equity vs debt financing, types of shares and features of each, bonds, debentures and venture capital, securities legislation. Near banks, credit unions, historical background, services, finance and factoring companies.

BUS2005 Business Laboratory II

This course continues the real world of merchandising with the operation of College Creations, with exposure to more advanced principles intended to fine tune the student's understanding of the merchandise field, sourcing and market research.

BUS2007 Machine Transcription

Students transcribe from prerecorded "office style" dictation tapes in order to increase their proficiency in producing accurate documents within prescribed time limits.

BUS200B Legal Machine Transcription II

This course continues hands-on experience in producing mailable legal documents and is closely linked to the areas of law covered in the Office Procedures course. Keyboarding speed practice will continue in this course.

BUS2009 Medical Terminology II

Continuation of BUS1021.

BUS2010 Medical Terminology III

Continuation of BUS2009.

CADE1001 Computer Aided Drafting I

The operation of MS-DOS as well as to basic application within CADD, using the latest release of AutoCAD through the use of stand alone personal computers and basic geometric construction.

CADE1002 Computer Aided Drafting I

Basic application within CADD, using the latest release of AutoCAD through the use of stand alone personal computers. Architectural projects take the simple design concept and use of system procedures to create a detailed plot drawing.

CADE1003 Computers in Engineering – Applications I

This course is designed to introduce the student to the following areas: introduction to MicroSoft disk operating system; introduction to computer aided design drafting; wordprocessing basics using WordPerfect.

CADE1004 Computer in Engineering Applications II

This course is a follow up to Computer in Engineering Applications I and focuses on more advanced applications. This course will cover the following areas: computer numerical control manual programming; micro computer system management; computer aided design drafting using AutoCad; basic introduction to SmartCam.

CADE2001 Computer Aided Drafting III

From basic CADD skills to using AutoCAD and its more powerful features and manipulations in the creation of intermediate drawing and design projects.

CADE2002 AutoCad II

Use basic CADD skills to learn Autocad and its more powerful features and manipulations in the creation of intermediate drawing and design projects. Prerequisites.

CADE2003 Computer-Aided Design I

Use modular projects to learn the AutoCAD application, basic 2D principles, block and file management.

CADE2004 Computer-Aided Design II

Further advanced features of the AutoCAD product.

CADE2005 Computer-Aided Drafting

Learn computer-aided drafting using AutoCAD, to create a drawing, edit, erase, redraw and restore, magnifying, reducing, plotting, creating circles, arcs, ellipses and tangents, and create title blocks.

CADE2006 Computer-Aided Drafting II

The drawing of a subdivision, transposition and translation of items within the drawing.

CADE2007 AutoCad II

Layering, library creation, advanced dimensioning, isometric creation, hatching and sketching, basic 3D modelling. Prerequisites.

CADE2012 Computer Aided Manufacturing II

The student will build practical experience on a theoretical base and develop computer numerical control techniques in a series of controlled steps moving from basic three dimensional C.N.C. programming and machine operation to the operation of multi-axis machining centres and computer assisted part programming. Subjects covered are: review of port programming functions; programming setup sheets and operator reports; introduction to C.N.C. and types and uses of C.N.C. systems.

CADE2013 Computer Aided Manufacturing III

The subjects covered during the course are as follows: review of Computer Assisted Tool Programming (APT); advanced structure (loops etc.); computer assisted manufacturing techniques; computer commands and terminal operation; program documentation; advanced geametry definitions; complex index and macro definitions; multiple branching technique; looping logic; surfaces and matrices.

CADE2014 Computer Aided Design/Drafting

In this course, the CAD/CAM student will continue to study and apply Autocad in the construction of two and three dimensional drawings. Other topics include menu customization and an introduction to Autolisp.

CADE2015 Computer Aided Manufacturing

The course is designed to develop and apply the principles covered in the previous 3D Advance SmartCAM. The student will expand the use of programming tools and aids to increase programming efficiency in the completion of complex manufactured parts. The student will be introduced to the concepts of Computer Aided Manufacturing using A.P.T. software. The course content is presented in such a manner to allow the student to build practical experience upon a theoretical base through the completion of assigned projects.

CADE3001 Campyter Aided Design I

From the basic CADD skills obtained in previous courses to using AutoCAD's more powerful features and manipulations in the creation of complex drawing and design projects.

CADE3002 Computer Aided Design II

Build on previous CADD courses in exploring AutoCAD's more powerful features and manipulations. Gain the ability to generate complex design and drawing projects. Prerequisite: ARDR301.

CADE3003 Computer Aided Design III

Building on previous CADD skills, learn to use AutoCAD and AutoLisp to its full capacities in the creation of final plotted drawings.

CADE3006 Computer Aided Design III

After initial introductions and theory lectures the student will follow an individually paced program, in the form of module projects using AutoCad software, designed to highlight the course content which is as follows: introduction to microcomputers; basic DOS commands and options; types and uses of C.A.D. systems; basic construction functions; manipulation of two dimensional geometry; advanced two dimensional curves; blocks; display commands; plotting engineering drawings; file management and utilities.

CADE3007 Computer Aided Design IV

Computer-aided 2D drawing and advanced 3D design and editing using UNIX-based ICEM software, ANSI drafting standards, 2D drafting geometry, co-ordinate input options, graphic primitives, entity selection and constraints, properties and level management, function and hot keys, editing commands, entity manipulation, dimensions and annotation, display control, multiple views, file management, co-ordinate systems; wire frame models, hidden lines, 3D curves, surface creation and trimming.

CADE5008 Computer Assisted Manufacturing

Students get practice and theory through the completion of theory modules, assigned projects and the programming and operation of a variety of C.N.C. machine tools. Computer numerical control programming techniques are developed in a series of controlled steps moving from basic two dimensional C.N.C. programming and machine operation to three dimensional computer assisted part programming and operation of multi-axis machining centres.

CADE5009 Tool/Fixture Design

This course introduces the students to the importance of fixture/tooling design in relation to computer numerical control manufacturing. The student will look at fixture design, clamping methodology and palletization techniques.

CADE5010 Machine Parts Process Planning/Quality Assurance

This course introduces the student to the methods of processing a manufactured C.N.C. machined part from stort to finish. It also introduces the student to statistical methods of quality assurance, required to meet the manufacturing specifications of a machine port drawings and customer requirements.

CAM1001 Photomechanical Reproduction

Basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine line and halftone negatives, application of filters and panchromatic film and making photographic contacts and duplicates, film processing machines, theory of photographic lenses, light sources, film emulsions and processing chemicals, separations for process colour.

CAM1003 Photamechanical Reproduction I

A basic course for black and white camera covering the operation and calibration of process cameras, application of filters and panchromatic film and making photographic contacts and duplicates, theory of photographic lenses, light sources, film emulsion and processing chemicals.

CAM1005 Colaur Separation – Scanner I

Extensive line and halftone process photography, colour theory as it applies to process color printing, color scanner principles and operation, proofing, evaluation of colour and future trends, tone reproduction, colour correction, detail enhancement and undercolour removal.

CAM1006 Caulaar Separation – Scanner II

This advanced study in colour separation includes selective colour correction and related special effects, digitization and colour picture make-up and converting images. This will be divided between rotory and flatbed scanners using software like Photoshop.

CAM1007 Introduction to Electronic Image Assembly (Mac)

Mac basics include system components, image quality, file organization and hierarchies, file creation/storage/retrieval and the use of graphics software. QuarkXPress provides wide creative latitude in editing text, handling files, style menus, picture boxes and colour use.

CAM100B Introduction to Electanic Image Assembly (Mac)

The student will continue studies of the computer and will have a basic knowledge and understanding of the use of the "Mac" computer with the ability to do work in QuarkXPress employing this software as a typesetting and graphic tool. "Mac" basics will include system components, image quality, file organization, file creation/storage/retrieval, and the use of graphics software.

CAM2001 Photamechanical Reproduction

Advanced course in halftone photography using lith and rapid access film and processors and including the operation, maintenance and control of film processors and use of reflection, transmission and percent dot densitometers, calibration of various types of contact screens to camera and processing conditions, making duotones and other special effects, the use of exposure computers, set-up of automatic/computerized camera controls and colour separation procedures using a colour scanner.

CAM3003 Photamechanical Reproduction – Tone Reproduction

The study of tone reproduction for printing processes, manipulation of tones, characteristics of the press, paper, plate, film, processing conditions and the copy to achieve optimum reproduction on the printed sheet, the use of process cameras, enlarger, contacting and other equipment, densitometers and film processing machines.

CAM300B Photamechanical Reproduction – Colour Scanner and Flatbed Calaur Repra

The study of process colour reproduction for the printing processes, manipulation of tones, conventional colour reproduction, new technology of desktop reproduction using flatbed scanners and popular software such as Adobe Photoshop, using the equipment to produce assignments.

CAM5008 Photomechanical Reproduction
Basic black and white process cameras, the operation af various types of graphic arts cameras and related dark-room equipment far line negatives, halftane negatives and duotanes, the use af cantact screens, film processors and calour scanners.

CARC1001 Overview: Career and Wark Counselling
Provides an arientation to career and wark counselling and related issues with exercises an personality, learning style and interests, and changes in the warld af wark.

CARC1003 Wark and Life: A Career Counselling Perspective
The various definitions af work, as determined by histaricał, sociological, econamic and cultural factars, the wark-place af the future and the impact an the role af the career and wark counsellar.

CARC1005 Individual Career Counselling – Skills and Process I
Through the practice af counselling skills and process in experimental sessians, learn to conduct initial interviews with clients facussing an relationship building, needs identification, reaching agreement of needs and develaping counselling goals and a plan of actian.

CARC1009 Career Develapment Theory I
Learn the thearetical underpinnings af the career develap-ment field and apply theory to case studies and to individuals being interviewed.

CARC1011 Practicum Preparatian
Through visits to practicum sites and class presentatians, gain wider expasure to the field and make decisions for practicum placement, and use resumés and learning contracts to identify learning goals.

CARC1013 Assessment in Career Counselling: Statistics and Tests
Learn to understand basic statistics in relatian to vacatianal tests and the purpase, principles and correct practices of administering aptitude interest and personality tests.

CARC1015 Career Develapment Theory II
The theary related to cultural and organizational cantext af careers, mid-career chaice, mentoring, learning arganizations and breaking career routines.

CARC1017 Individual Career Counselling Skills and Process II
The appartunity to practice and learn the skills and processes used in dealing with client resistance or reluctance, decision making strategy, learning strategy to acquire new behaviours and self-management strategy.

CARC1019 Resources in the Field (Career Information Systems)
Gain a warking knawledge af career information resources, accessibility issues and client utilization strategies.

CARC1021 Career and Wark Counselling with Diverse Papulations
Through an experimental approach students examine their awn ethnic, cultural, racial and linguistic background, and learn current approaches and techniques that are sensitive to the cultural backgrounds, values, attitudes and life experiences of their clients.

CARC1024/2012/2021 Practicum

CARC2001 Graup Career Counselling
Gain an understonding of group development and group dynamics theory and knowledge of application of group process, learn communication skills and techniques which foster group development and integrate vocational counselling concepts and material inta the group counselling process.

CARC2003 Theory and Practice af Jab Search
Learn jab search strategies in detail including résumé preparatian, interview preparation, networking and informational interviews.

CARC2005 Career and Wark Equity Issues
Learn about emplayment equity, pay equity and human rights codes, and the impact of legislatian an arganizations and individuals.

CARC2007 Managing Change and Transitian
Gain increased awareness, knowledge and appreciatian af the camplexity of change and transitian personally, within arganizations, family and society in general.

CARC2014 Special Tapics
Learn creative counselling techniques, marketing and consultation skills.

CARC2016 Theary and Practice af Jab Search with Special Needs Papulations
Learn to apply skills and activities to clients having special needs.

CARC2022 Assessment in Career Counselling: Tests and Interpretations
Enables students to examine a variety af cammonly used standardized interest, aptitude and values tests and computer based assessment packages.

CARC2023 PRACTICUM TESTING
Students will integrate classroom knowledge af tests in a supervised setting

CARE5029 Biological Needs
Learn normal body pracesses and physical changes which accur during the life cycle, and the nutritianal needs ta maintain health with special reference ta the needs of the elderly.

CARE5030 Social and Emotianal Needs
The basic social and emotianal needs af individuals as a background to understanding the emotional and psychalagical changes which accur with aging and institutianalization.

CARE5031 Activatian and Ambulatian
Learn methods of remativation and how to minimize the disabling effects af aging and chronic disease and how to apply these skills in a variety af situatians.

CARE5032 Personal Care
Learn the basic principles af personal care with emphasis an the needs of residents and the application of these skills in a variety af institutional facilities.

CARE5033 Field Practice
Students will develap jab campetencies in an institutional setting. Students who can document campetency through emplayment status are eligible ta apply for exemptian from this course.

CARE5059 Cammunications
Gain a better understanding of the cultural patterns and social values of the institutional papulation, verbal and nanverbal communication, and the effective use af English.

CHEM1006 Introduction to Chemistry
The chemistry necessary to understand how the human body warks, especially as it relates to biology.

CHIR1002 Chiropodial Therapeutics I
The thearetical background necessary for practical experience, including various methods of sterilization, chiropodial materials, faot examination and pharmaceuticals used for treatment.

CHIR1003 Emergency Care
Gain the knowledge and skills necessary to effectively respond to the various emergency situatians in chiropody.

CHIR1004 Chiropodial Therapeutics II
The treatment of the conditions affecting the superficial tissues and nails.

CHIR1005 Clinical Skills I
Gain the necessary manual skills to function effectively in the clinical environment, antiseptic precautions, nail care and scalpel technique.

CHIR1006 Clinical Skills II
This 152-hour course develaps the clinical skills.

CHIR1007 Orthatics I
This course will provide the student with skills and information necessary for them to complete the following objectives: discuss footwear terminology, methods af footwear manufacture, and demanstrate the ability to cut, shape and bevel padding materials.

CHIR1008 Padology I
This course is designed to develop the students knowledge of saft tissue lesians affecting the faat. Tapics include: etiology and pathalogy af simple epidermal and nail conditians, and keratinization.

CHIR2001 Physical Therapy
Learn the various physical therapy techniques used in chiropodial practice, the physics, indicatians, contraindications and method af application.

CHIR2002 Clinical Skills III
This 135-hour course develaps clinical skills.

CHIR2003 Clinical Skills IV
This 300-hour course develaps clinical skills.

CHIR2004 Orthatics II
This 105-hour full year practical course is offered in semesters III and IV of the chiropody program. It is a continuatian af Orthotics I and will involve practice sessians and patient management.

CHIR2005 Padology II
This Padology course in semester III places an emphasis an structural deformities affecting the feet. The course is viewed as an extension of the Padology I course.

CHIR2006 Padology III
This course places a continued emphasis an structural deformities affecting the feet. The course is viewed as an extension af the padology II course.

CHIR3001 Research Methods
Gain an understanding and appreciatian af the role af research in the health sciences, specifically chiropady.

CHIR3002 Clinical Skills V
This 180-hour practical course is an extension of the Clinical Skills IV course.

CHIR3003 Clinical Skills VI
In additian to clinical training at Toranto General Hospital, experience field placement in clinical settings throughout Metropalitan Toronto and/or the province, warking in co-operation with established chiropodists.

CHIR3004 Dermatalogy
The course is intended to provide the Chiropody student with an appropriate study of the skin and conditians likely to be encountered in practice.

CHIR3005 Orthatics III
This practical course will involve both practice sessians and patient management.

CHIR3006 Padology IV
The 45 hour Padology course emphasizes the management of patients whose foot conditians are camplicated by systemic disorders, and paediatrics.

CIV1001 Construction Materials I
Concrete and its campanents (cement, aggregates), factars determining strength and durability, the influence af curing and weathering, and the performance af camman field tests an concrete.

CIV1002 Introduction to Residential Canstructian
Residential framing techniques and residential drawing practices with constant references to Part 9 of the Ontario Building Code, conventional floor, wall, ceiling and roof framing, framing drawings and architectural drawings, quantity surveying.

CIV1003 Structural Steel I
The classification of structures with respect to materials and geametry, fundamentals af structural steel structures, CISC handbook af Steel Construction, drawing interpretations; and basic analysis of laads, forces, stresses and maments in accordance to CSA-S16.1-M89 and the Ontorio Building Code.

CIV1004 Reinforced Concrete I
Reinforced concrete structures, design and drawing techniques, loading canditians, forces and resulting stresses in concrete elements and reinforcing steel, analysis and detailing of simply supparted concrete floor slabs and beams. Reference is made to Ontario Building Code, CSA-A23.3-M84 and RSIO reinforcing standards.

CIV1010 Electrical Installatians
Electrical equipment, principles af lighting, types af fixtures and wiring, transformers, flood lighting, under-floor duct and distribution systems, interpretatian of electrical drawings af simple circuitry and lighting layouts.

CIV2001 Municipal Services II
Fundamentals of hydralogy, precipitatian, infiltratian, run-off, ground water, methods af calculating run-off, apen channel flaw and channel types, urban systems, the road system hierarchy, storm systems, sanitary systems and watermain networks.

CIV2002 Highway Technalogy I
Learn about soil types, visual and tactile identificatian, routine labaratory tests for identificatian and control af materials; placement and campactian of imported materials, excavatian and construction procedures as related to in-situ conditions, asphaltic materials and definitians af flexible and rigid pavement.

CIV2002 Highway Technalogy I
Highway classification, traffic characteristics, highway location, geometric design factors, highway capacity and level af service, design af horizantal and vertical alignment, and cross-section elements.

CIV2004 Municipal Services I
The rational method of starm and sanitary sewer design, water distribution system, subdivision design, methods of construction, engineering design records, the design profile, engineering construction drawing and specifications, intergavernmental relations, responsibilities and regulations.

CIV2007 Building Canstructian II
Load bearing masonry, curtain walls, roof systems, floor systems, timber framing, structural steel, exterior finishes and reinforced concrete.

CIV2008 Cantracts and Specifications
Canstruction contracts on entering into a construction cantract, general conditions and construction specifications generally.

CIV2009 Building Canstructian I
Deep foundations, piles, caissons, explosives, formwark and haisting equipment.

CIV2024 Mechanical Installatians
Water and sewage disposal, starm drainage, pipe sizing, traps, fall, piping materials, cauplings, joints, water pressure, plumbing layout, principles of heating and air conditioning, calculations for humidity, relative humidity, ductwark dampers, diffusers and pollutian control equipment.

CIV3001 Highway Technalogy III
Design and drawing of a flexible and rigid pavement structure following established methods, asphalt technology, sources and properties of materials, aggregates, mix design, production and quality control, test procedures, geotextiles, drainage and stabilization.

CIV3003 Municipal Engineering Planning
The municipal planning process as extended from the design af municipal servicing systems to the design af communities, population projections, land use classifications, the Planning Act, the official Plan, zoning regulatians, existing features and site analysis, population densities and distribution, neighbaurhoods and components, and the community plan.

CIV3004 Sail Mechanics and Faundatians I
Subsurface explorations, purpose, planning, common types of boring, sampling, testing ground water measurement, engineering properties of soils (cahesive and noncahesive materials), engineering properties of rocks and ground water and associate phenomena.

CIV3006 Sanitary Technalogy
Sources of water supply, surface, groundwater, reliability af source of supply, classification of reservoirs, site selections, site preparation, watershed control, dams, water supply, forecasting population, planning and zaning, water treatment, sewage treatment, activated sludge, extended aeration, waste stabilization pond and tertiary treatment.

CIV3007 Soil Mechanics and Faundatians II
Shear strength theories, Mohr-Caulamb theary, bearing capacity af shallow foundations, earth pressure, retaining walls, apen cut excavatians, deep foundations, design and capacity, sheet piling, cofferdam safety.

CIV3008 Building Ecanamics
Estimates from concept ta completian, principles of cost control, determining budget costs from sketch drawings, cost comparisons at various shapes, sizes and building heights, different materials, comparisons of life cycle costs with the initial costs, sources of cost information and price indices, and market analysis.

CIV3009 Canstruction Methods I
The physical characteristics of soils, classification, hydraulic properties, dewatering, embankment construction and control, and excavations and supports, site planning and preparatian, ground improvement and earth structures, cantrolled fill and surcharge techniques.

CIV3010 Canstruction Management I
Management, awner, contractor, and designer relationships, planning,contractors' and jab organization charts, scheduling, critical path method, control, progress evaluation and management reporting and land development, analysis of industry from land acquisition through issuance of building permits, cades, by-laws and planning acts.

CIV3011 Canstruction Methods and Equipment II
Shear strength, bearing capacity, shallow foundations, deep foundations, slapes, retaining structures and excavations.

CIV3012 Canstruction Management II
Estimating costs of canstruction and rental equipment, analysis af prices and camparative method af pricing, specification interpretatian, procedures for preparing construction cantracts, documents and drawings camprising contracts, building and negotiating cantracts, canstruction law, canstruction cost accounting, inspection tests, quality cantrol, construction safety, recards and reports, project clase-aut, claims and disputes.

COMM1001 Communications Skills I
Learn how to implement a jab search program, information interviewing, applicatian forms, letters of applicatian, resumés and emplayment interviews, and computer software.

COMM1002 Communications Skills II
Be successful in the workplace using verbal and non-verbal communicatian, following instructians and getting along with co-workers.

COMM1002 Debating
Debating deals with the ability to present arguments that can be closely analyzed. It also entails the ability to think an one's feet. Learn what is required for a well reasoned argument and how to defend the position.

COMM1005 English for Academic Purposes
Learn essential cammunications skills required in arder to succeed in a college program and professional career. It facuses on major skills required for effective learning and cammunicating. Emphasis is put an the needs of second language speakers through cancentration an writing and speaking skills.

COMM1007 Cammunications – Creative Fashian
This course will help the student develop and practice the effective language and communication skills required for success in the fashian industry. The student will learn active listening techniques, effective speaking/presentatian skills and business writing formats. The course also includes a review af grammar, spelling and sentence structure.

COMM1009 Cammunicatian I
This is a first semester course common to all post-secandary programs at the college. Learn the basic areas and generic skills upon which students will build in later cammunication courses, how to identify, acquire and assimilate informatian from various sources. The English for Academic Purpases sector of this course is open to English as a Second Language students wha are in need of remediatian.

COMM1011 English for Academic Purposes II
The continued development of English skills. Prerequisite: COMM107.

COMM1013 English for Academic Purposes III
This is the final course for students who do not have English as a first language. It covers the skills discussed in COMM107 and COMM122. Prerequisite: COMM122.

COMM1014 Technical Writing
Learn the fundamentals af technical English, vocabulary and formats of technical writing, and the basic principles af effective professianal writing.

COMM1018 Field Writing
Learn how to create effective letters, reparts and memas, taking abservations and determining the difference between fact and opinion.

COMM1020 Ward Pawer
Learn the skills to improve vocabulary and spelling, word roots, suffixes and prefixes, and working rules for spelling.

COMM1021 Speaking Out
Learn the skills that are needed to speak publicly, the different types af speaking and gain the skill and confidence to speak in front of people.

COMM1022 Reading Effectively
Learn the skills that enhance reading capabilities, with an emphasis an perceptual, reasaning and writing skills, using af a wide variety of source material and the four modes of reading.

COMM1023 Communicotions Theory
Gain an understanding of the communications process and how to develop strategies to enhance their own communications capabilities as well as perceptual, reasoning and interpersonsol skills, the background and development of communication theories.

COMM1024 Job Search and Coreer Plonning
Learn how to research employers, prepare a jab search package and prepare for interviews.

COMM1026 Formal Presentotions
Learn how to run and participate in effective meetings and to prepare and deliver a formal oral presentation in a format designed for a professional setting.

COMM1028 Formol Reports
Students use research, reasoning and writing skills to produce an 8 to 10 page research report in their field of study, demonstrating that research materiols can be accessed and used, that information can be organized and that findings can be clearly expressed in a well-written report using a standard format.

COMM1030 Business Communicotions
Learn personal resumé writing, job interview skills, estimate forms, proposals and contracts and the use of computers.

COMM1034 Professionol Communicotions I
Learn the basic principles of effective written business communications, how to format business letters and memos and understanding of the strategic skills required to became an effective business writer.

COMM1035 Report Writing
Learn the effective writing of informal and semi-formal reports, how to format these frequently-used forms of business reports and develop on understanding of the strategic skills required to present information in logically-ordered segments.

COMM1047 Business Communicotion
This course introduces students to essential communication skills and stresses listening and note taking. It also introduces students to the basic principles of business communications and applies these principles to the job search process. Resumé preporation, cover letters and interview techniques provide a significont component of this course's objectives.

COMM1052 Longuoge ond Communicotion II
This course builds on skills acquired in COMM1052 by continuing exploration of various forms and strategies of business communication as related to the hospitality industry. Students will also complete an industry related research project which will demonstrate their capacity to research and communicate relevont information in an appropriate manner.

COMM1060 Persuosive Writing
Goin skills in the art of persuasion and expertise in applying those skills to business letter writing, report writing and case analysis, identify the differences in rhetorical argumentation and persuasion, analyze and determine the efficacy of thot persuasion in several pieces of writing.

COMM2002 Communicotions Project
In this double-credit course, students develop and work independently on a research project in Communications under the supervision of a faculty member. The results of the project are presented bath orally and in writing at the end of the semester.

COMM2006 English ond the Legol World I
This course reviews the rules and applications of punctuation specifically related to verbatim transcripts. Proofreading from transcripts, articles, texts and other relevont sources will also be covered.

COMM2007 English ond the Legol World II
A continuation of the punctuation review for court reporters, with special emphasis on figures, abbreviations and capitalization. The paragraphing of transcripts will be covered. Students will work with jury charges, cross-examinations, and related material.

COMM3001 Technological Thesis
Reaction and oral presentation of a complete technological thesis. This report is to present some original computations on a chosen topic and is to demonstrate the student's ability to research a topic and use analytical skills to solve specific problems encountered during the research phase of the project.

COMM3002 Technological Thesis
This course covers: formal report writing; production of o technalogical thesis; review of summarizing, paraphrasing and direct quoting; documenting sources (endnoting versus footnoting); incorporating graphic and visual aids in a report; draft preparation; proofreading; and oral brief on thesis findings.

COMM3004 Technicol Report
The technical report in the third year is required as partial fulfilment of the Printing Technology diploma. The report will demonstrate a definite measure of originality in a chosen technical area and may be presented as a state-of-the-art essay.

COMM4001 Internotionol Business Communicotions
The course focuses on written and oral communications within the international business context. Using Hofstede's Dimensions of Culture and the cultural experiences of class participants, students will identify and use appropriate styles and formats for communicating with clients in a variety of representative business cultures. Because the course emphasizes grammar, usage, and readability as essential to effective communications, a certain amount of time will be devoted to the improvement of these skills.

COMM4004 Communicotions ond Business English II
The principles of formal business report writing, business letters, and resumé formats, and the practice of effective communication are expanded in this course.

COMM4005 Applied Interpersonol Skills
Learn to deal with specific interpersonal challenges faced by marketers and developing confidence for effective interpersonal and communication skills, communication theory and relationship management, preparing and delivering informative and promotional presentations, negotiating tactics and professional selling skills. Prepare and deliver a series of videotape presentations based on o sports product or event.

COMM5020
See COMM1007

COMM5022 Longuoge ond Communicotion
A general review of writing skills including grammar, spelling and punctuation, business writing including memoranda and different types of business letters, report writing and oral presentations, reading research and job search skills.

COMM5030 Longuoge ond Communicotions – Port A
A short review of run-on, fragments, comma, semicolon and colon leads to sentence structure and paragroph writing. An introduction to the business letter and memo is followed with appropriate letters and memos.

COMM5031 Longuoge ond Communicotions – Port B
The importance of communicating in the workplace is practised with technical instructions. Job search techniques are presented, and the student will have completed the resumé, solicited and unsolicited application letter and application form. The memo report is introduced and an appropriate exercise is opplied.

COMM5040 Longuoge ond Communicotion I
This course includes basic grammar, listening and reading exercises, writing instructions, applying for a job and business correspondence.

COMM5042 Longuoge ond Communicotion II
This course concentrates on letter writing, application forms, the resumé and covering letter and other aspects of the job search.

COMP1001 Introduction to Computers
The use of DOS-based microcomputers with a commercial word processing program and a spreadsheet program, how to produce a suitably laid-out wordprocessed document and set up a simple budget and/or a simple estimating summary.

COMP1006 Computer-Aided Transcription I
An introduction to the use of CAT for the production of transcripts.

COMP1007 Spreadsheet Applicotions
Learn to access spreadsheet software (Lotus 1-2-3) and to perform the functions required to create and enhance a worksheet, create and print graphs, use and manage large worksheets, create and use databases, and create and use macros.

COMP1010 Computer Literacy for Desktop Publishing
This course deals with microcomputer terminology and concepts, including typographic terms and concepts (where appropriate). DOS is discussed as an operating system, including directory and file creation, organization, and DOS commands. Word processing is used to demonstrate file preparationfor desktop publishing. Spreadsheet software is employed to create source files for desktop publishing. Appropriate typographic terminology and concepts are presented as necessary. The development of WINDOWS is introduced as an operating system and compared (directories, files, controls) to DOS.

COMP1013 Introduction to Printing Process
See COMP5083

COMP1016 Type Assembly for DTP
Manual assembly, basic Macintosh PageMaker and imposition using Aldus Pressvise. Small projects are created using PageMaker software which are then spat colour separated, printed and assembled manually. Projects range from a simple one-colour postcard to advanced camera-ready artwork using amberlith overlays to show the difference between manual and computer colour break.

COMP1018 Introduction to Desktop Publishing (PC-Pogemoker)
This course deals with microcomputer terminology and concepts. DOS and Windows are discussed as operating systems, including directory and file creation, organization and commands, in addition, the objective of the module is to give the student competencewith most aspects of an icon driven system. The course proceeds from rough ideas of various page layouts using the software's window icon utilities, and includes resizing of various elements of the design. Text is integrated and modified as required. Storing and recalling materiol and the various cautions are deolt with. It is intended to deal with the layout and typography of newsletters, brochures, and direct mail materiol, while providing competence with the systems.

COMP1030 Monogement Informotion Systems
The fundomentals of information systems, technology, business applications and management.

COMP1032 Microcomputer Applicotions II
Learn the concepts of database management, electronic mail and presentation software.

COMP1033 Introduction to Informotion Systems
This course will enable the student, given written procedures representative of the business environment, to use a PC-based word processor to produce a number of layout characteristics; use a PC-based data base manager to create a data base, perform inquiry and update; and use a PC-based spreadsheet to organize and manipulate numerical data in a toble format.

COMP1034 Programming in C
Learn program development and maintenance in the C lanquage, the basic elements of C, operators and expressions, flow control, I/O facilities, arrays, pointers and the C preprocessor.

COMP1035 Introduction to Informotion Systems
An overview of computer organization, data representation, storage, processing and communications.

COMP1039 Introduction to Microcomputers and Word Processing
This course demonstrates an understanding of key terms, concepts, and activities involved in using microcomputers. The course enables a student to access a microcomputer and use it to perform elementary word processing functions using WordPerfect.

COMP1040 Word Processing
This course emphasizes formatting pages and documents; creating forms, charts and ruled and baxed-style table; using merge, footnote, header/footer and macro features; keying news releases, magazine articles and financial statements. Skill building is also included.

COMP1041 Legol Word Processing
This course covers formatting pages and documents; creating forms, charts and ruled and boxed-style tables, financial and legal documents. Skill building is continued.

COMP1044 Microcomputer Applicotions I
The concepts of the DOS/WIN environment, basic wordprocessing features and spreadsheets using computer based learning.

COMP1045 Medicol Word Processing/Mochine Transcription I
This course will concentrate on the skill required to develop proficiency in medical transcription and will introduce the student to the use of WordPerfect and prerecorded topes to prepare formol, common medicol reports using o variety of acceptable styles.

COMP2003 Computer-Aided Transcription II
Learn to utilize computer assistance producing accurate, timely transcripts and clean, conflict-free shorthand notes.

COMP2007 Introduction to Desktop Publishing (IBM/Venturo)
Learn to create style sheets appropriate to different work, the layout ond typography of newsletters, brochures and direct-mail moteriol.

COMP2010 Computer Programming
This course covers: fundamentol concepts of programming, programming lanquages, programming in the BASIC lanquage; variables, arithmetic operations, mathematical functions, input and output of data, conditional and unconditionol bronching, loops, orroys and subscripted variables and matrices; preporation of flowcharts and preparation of problem-solving programs for the electrical technology field.

COMP2011 Computer Operoting Systems
Introduction to files, storage systems and media, introduction to operating systems, directories, paths and trees, system configuration, hidden files, batch files, special batch files, batch commands. Getting help, edit the DOS text editor, DOS error messages.

COMP2017 Database Monogement Systems
Learn the features of current database management systems, relational and object-oriented databases, SQL, Query Management, database administration, client/server and distributed database systems.

COMP2022 Systems Analysis and Design I
Learn classical and modern structured tools for describing data flow, data structure, process flow, business locations and processing requirements applied to documenting application requirements.

COMP2026 Computer II
The use of the computer as a drawing and design tool, electronic page composition, production of camera ready art for printing, use computer software current in the advertising and graphic design fields, layout, type placement and type modification, creation of newsletters, ads, promotional literature reports and other graphic materials.

COMP2028 Interactive Non-sequentiol Progromming
An introduction to interactive multi-file business transaction processing applications using non-sequential files, develop algorithms and apply techniques of structured program design in developing interactive COBOL programs for processing indexed sequential files.

COMP2031 Word Processing ond Software Applicotions
This course covers writing/recalling macros, creating columns in newsletter, recalling graphcis into documents and using other desk-top publishing features to enhance documents. Skill building is continued.

COMP2032 Advonced Software Applicotions
This course will use integrated software packages to produce documents which include text, graphics and charts using in-basket simulations. Skill building is continued.

COMP2033 Legol Word Processing ond Mochine Transcription I
This course concentrates on creating macros to perform repetitive tosks and producing personalized documents by using the merge feature. Students will procude accurate copy of legal documents transcribed from prerecorded tape. Skill building is continued.

COMP2036
Continuation of COMP1045

COMP2037 Computer Progromming/Systems
This course is designed to provide a working knowledge of C programming lonquoge, to develop an understanding of user programs, and to develop the ability to create and modify user programs. The student ossignments will be project oriented. The following topics are covered: introduction to UNIX and C, data types ond operators, control statements, branching and looping.

COMP2038 Computer Applicotions
Beginning with o review of basic DOS procedures, the student will learn to use a circuit modeling program to analyze the operation of electronic circuits. Additionally, the design and layout of circuit boards will be discussed and o program will be introduced to enable the student to layout their own circuit board. Time permitting, each student may build o simple project.

COMP2039 Legol Software Applicotions
This course involves the production of legal forms using legol application software such as Simlaw, Dye & Durham, and Stylus Form used in modern law firms. Skill building is also continued.

COMP2040 Advonced C Progromming
Learn advanced programming concepts such os pointers, recursive functions, complex data structures, dynamic memory allocation and linked lists, and complex programs using top-down design methodology.

COMP2041 Dotobase Monogement Applicotion Development
Examine current and future database management systems and the application development tools associated with the fourth generation environment, relational databases, farm/screen generators, report generators, application generators and related software to obtain information from database systems.

COMP2043 Systems Analysis and Design II
Learn the systems design phase of the systems development life cycle, classical and modern structured tools for describing file and database design, computer dialogue design, input and output design and physical design.

COMP3006 Page Layout ond Typography for Desktop Publishing
Learn the origin of various typographic conventions and modes, current and traditional practices, criticism of professionally-produced work and class projects. QuarkXPress is used to produce tickets, leaflets and mailing labels, and students will deal with features such as master page construction,the use of templates, photo-editing and illustration software.

COMP3009 PageMoker – Document Production (IBM or Macintosh)
Learn different forms of composition, how to format basic typographic concepts such as fonts, sizes, kerning, indents for newsletters, forms and reports using word processing content, drawing software to create simple line art illustrations imported and integrated with the text.

COMP3011 Ventura Publisher (IBM)
Learn the production of formatted documents, use files generated in word processing software, automatic indexing, frame-and-boring, automatic content page generation, information and illustrations imported from other software and HP Sconjet. Includes an introduction to Corel Drow.

COMP3018 Computer IV

COMP4001 Microcomputer Applicotions for Marketing
In this course the student is introduced to the use of microcomputers and popular software packages. A variety of software products including database, spreadsheet, and wordprocessor are used. Exercises and assignments are designed to develop the skills required bath in the program and on the job.

COMP5072 Typography Terms and Concepts
Gain a fundamental understanding of where typesetting fits in the overall system of graphic communications, type production, terminology and concepts, measuring systems and modes of typesetting such as justified, flush left, right, quod centre, dot leader and tabular, desktop composition.

COMP5075 PageMoker (IBM or Mocintosh)
Rough ideos of various page layouts are converted to screen representations, duplication and resizing of elements of the design, integrating word processing text, storing and recalling material procedures. The objective is to become competent with most aspects of an icon-driven system.

COMP5077 Computer Graphics/DeskTop Publishing II
Learn the Adobe Illustrator software and QuorkXPress. The student is encouraged to use the Macintosh computer to complete projects in other subject areas.

COMP5081 Ventura Publisher (IBM)
See COMP3001

COMP5083 Introduction to Printing Processes
Gain an overview of the printing trodes, mojor printing techniques, typesetting/desktop composition, camera/plate surface preparation, letterpress printing, lithography, gravure/flexography and binding and finishing.

COMP5085 Computer Graphics/Desktop Publishing I
Learn the Macintosh operating system and software with Microsoft Word (word processing), Super Point (graphics) and Adobe Illustrator software.

COMP5086
This course covers Macintosh basics including system components, image quality, file organization and manipulation, and the use of other software. Students are introduced to measuring systems and concepts peculior to desktop publishing, typography, and page design. QuorkXPress is a recognized, professional level program for page layout, typographic options and the integration of other program files. This course provides hands-on experience featuring the various capabilities of QuorkXPress: tools, handling files, style menus, picture boxes, modifying type, setting up documents and the use of colour.

COMP5090 Computer Literacy for Desktop Publishing
See COMP1010

COMP5092 Type Assembly for DTP
See COMP1016

COMP5094 Pagemaker – Document Production (IBM or Mac)
This course first involves activities learned in COMP5075 but concentrates on different forms of composition. It is intended to have students learn to format basic typographic concepts, such os, fonts, sizes, kerning, indents for newsletters, forms and reports using content prepared in o word processor. Drawing software will be employed to create simple line art illustrations to be imported and integroted with the text. The individual learns to use spell checking, kernig and other editorial and typogrophic monagement systems.

COMP5096 Page Layout and Typography for Desktop Publishing
This course traces the origin of various typogrophic conventions and modes and instructs the student in both current and traditional fashions. The student will constructively criticize professionally produced work and class projects, using their EDC skills to produce o wide variety of layouts, including tickets, leoflets, mailing labels, newsletters, financial statements and reports. Photo-editing and illustration software is introduced.

COMP5097 Adobe Illustrator for Graphic Production
Working with templates and artwork, using scanned images, opening, closing, naming and saving documents, planning artwork, correcting mistakes, drawing paths, rectangles and ovals, selecting objects for modification, typography, moving, copying and transforming, working with other applications.

COMP5098 Adobe Photoshop for Graphic Production
Colour theory in regards to RGB, CMYK, their relationship to printing, calibration problems, bitmap editing techniques, printing and editing tools and functions, making and manipulating elements, printing RGB to grey scale images, printing halftones, colour composites and separations, placing Photoshop images into desktop software.

COMP5101 Microcamputer Fundamentals
The orchitecture of a typicol microcomputer is studied, with o focus on the purpose and characteristics of: the microprocessor with its registers and timing cycles, Read Only Memory (ROM), Rondom Access Memory (RAM), input, output, and device oddressing. Hands-on machine longuoge programming is introduced to give the student insight into computer functions.

COMP5101 Microcamputer Fundamentals
The orchitecture of a typicol microcomputer is studied, with a focus on the purpose and characteristics of: the microprocessor with its registers and timing cycles, Read Only Memory (ROM), Rondom Access Memory (RAM), input, output, and device oddressing. Hands-on machine longuoge programming is introduced to give the student insight into computer functions.

COMP5102 Microcomputer Laboratory
Students get hands-on experience operating, programming, and interfocing o simple microcomputer. The programs ore developed os modules for tasks such os data manipulation, table access, speed matching, timing, pulse generation, I/O control and code conversion. Severol interfoces ore constructed, progressing from simple I/O to duty cycle power control to video terminal interfocing.

COMP5102 Microcamputer Laboratory
Students get hands-on experience operoting, programming, and interfacing o simple microcomputer. The programs ore developed os modules for tasks such os data manipulation, table access, speed matching, timing, pulse generotion, I/O control and code conversion. Severol interfaces are constructed, progressing from simple I/O to duty cycle power control to video terminal interfocing.

COMP5103 PC Systems Hardware
The personal microcomputer is investigated as a complete system. The performonce and configuration characteristics of boords (XT AT 386/486), video display/controllers, floppy disk drive controllers, and hard disk drive controllers, are evoluoted. Applicable diagnostic software is used for troubleshooting and evoluating system performonce.

COMP5104 Advanced Computer System Software
Advonced operating system concepts and techniques ore introduced such as: batch files; configuration files; devices drivers; extended/expanded memory; file compression and back-up procedures. Application progroms and the Windows environment are demonstrated. Use of diagnostic software and its interpretation is emphasised.

COMP5157 Basic Word Processing
This course is designed to acquaint the student with commonly used word processing software. Projects produced by the student in this module will later be used to compose pages of text in the EDC courses. The student is expected to achieve basic competencies such os creating and editing documents, enhancing document appearance, storing and retrieving documents and formatting and installing software features such os printers, tabulation, merging and archiving.

COPY3001 Creative Copywriting II
In this course, the student more fully develops ideas, concepts and creative copy. The student works individually and in groups to write copy relating to graphic design in signage, packaging, P.O.P., brochures, reports and advertising in various media, such as television, print, and radio for national and retail markets.

COUN1001 Interviewing and Counselling I
Gain o fundamental understanding of and competence in the skills of 'attending' or listening to another person which are basic to empathy, the ability to experience and understand the world of another human being. Emphosis will be placed on stressing the growth potential which is in every helper, client, and person with whom we work.

COUN1002/2004 Counselling Theory and Practice I, II, III & IV
This course introduces an empathetic, problem solving model of helping: assessing, planning, contracting, treating and evaluation. In the second semester, current treatment theories and practices ore reviewed. Role plays and case studies ore used to illustrate the skills, knowledge and attitudes most oppropriote for effective helping. In the second year, o more in-depth examination, with case illustrations, explores counsellor activities in the beginning, middle and ending phases of treatment.

COUN1005 Counselling Practice Laboratory
Students have on opportunity to practice the micro-counselling skills in o safe environment. Specific skills ore identified and related to the over-all counselling process. Video and audio recordings assist in giving the students feedbock and begin skills of self-evoluotion.

COUN1006 Interviewing and Counselling II
Students learn o number of philosophical approoches to counselling and explore their own individual approaches to counselling.

COUN2001 Counselling Skills
Basic concepts and skills of counselling will be discussed, demonstrated and practised. These will be related and applied to the developmental needs and issues of the elderly.

COUN2003 Counselling
Students will learn to apply counselling techniques in o voriety of situations, e.g. intoke interviews, information and referral counselling, crisis intervention and supportive counselling.

CULT1001 Cross Cultural Communications
Learn to improve verbal and non-verbal communication skills with women and children from different cultures and develop on awareness of how various tensions within groups lead to ineffective communications.

CULT1002 Crass-Cultural Comparisons
This course includes on introduction to the basic concepts in racial/cultural identity development and the barriers to understanding cross-cultural diversity.

CWRK1001 Community Work Theory and Practice I
Students develop on understanding of community work models, methods and techniques. What community work is, why it is important, and how we can do it most effectively, are the key questions explored in this course.

CWRK1003 Community Work Theory and Practice II
See CWRK1001

CWRK1005 Human Rights
An introduction to human rights issues, information, and skills.

CWRK1006 Community Work Forum I
Students hear and reflect presentations about current problems and issues in community work.

CWRK1007 Field Preparation
Group discussion and speakers from the field help students develop goals and objectives for field work in semester 2.

CWRK1008 Interpersonol Communication
This course is experiential and introduces the student to interpersonal communication skills. These skills provide the basis for future study in group dynamics and counselling.

CWRK1009 Group Dynamics
Processes in Facilitating Community Groups is tought through class discussion and experientiol learning activities. Students will learn the skills of process observation which allow o group worker to intervene effectively in group process.

CWRK1010 Field Work I
Students in the Community Worker program work in field placements for half of their learning time, enabling them to learn new skills and become aware of community resources. Learning goals are clearly set and evaluated in co-operation with the placement organization and college liaison.

CWRK1011 Field Work Seminar I
The seminor provides o support and problem solving group for the student beginning field work, with o focus on the demands and tosks in the field.

CWRK1012 Community Work Proposal Development
This course provides on introduction to office procedures and time management. Students produce o funding proposol during this course.

CWRK2000 Volunteer Management
Through theory and practice, the student will acquire the coordinating skills that are helpful in utilizing resources and working with residents, other staff, utilization (audio-visual, educational and social), the recruitment, training and direction of volunteers, supervision of field placement and agency liaison.

CWRK2002 Field Work II
A more intensive ond extensive experience in the field is provided, involving more complex and independent tasks for the student. More oppartunity for integroting theory, skill development and normal agency responsibility is provided.

CWRK2005 Community Work Forum II
Presentations ore made by faculty, guest community workers and other resource people. Students reflect on current problems and issues in community work.

CWRK2012 Community Work Theory and Practice III
Role play, exercises, presentotions and advanced readings are used to further develop on understanding of the community worker's role and the implications of different community development strategies. The student is also sensitized to value and attitude differences as part of an onalysis of the community.

CWRK2014 Community Work Theory and Practice IV
See CWRK2012

CWRK2016 Group Dynamics II
Following on CW141, this course functions as a "lab" for the practice of the skills of group development, facilitation and leadership.

CWRK2017 Field Work Seminar II
Students will develop skill in evoluating their own practice using the feedback and support of the group to achieve this goal. Methods will include shoring of cases, discussion of staff relations and progrom evaluation.

CWRK2017 Field Work III
See CWRK2002

CWRK2018 Field Work Seminar III
See CWRK2009

CWRK2019 Canadian Social Policy
This course will review the history of social policy formation in Canodo.

CYCS1001 Therapeutic Activities
Learn how to plan, lead and evoluate gool-directed activities focusing on the promotion of the mental health of children through activities which develop their self-esteem, coping and social skills, and how to lead activities in the field placement.

CYCS1004 Introduction to Child and Youth Care
Learn the essential skills, responsibilities and duties of the child and youth worker.

CYCS1015 Integrative Seminar I
The oppartunity to share experiences in field placement and issues pertoining to course work with o small, supportive peer group. Discussion of individual and common issues enables the student to understand how theory learned in the classroom relotes to work with clients in the field placement.

CYCS1016 Field Practice I
Learn to work therapeutically with groups of children in supervised educotional settings and gain experiences to add to the information and knowledge previously obtained.

CYCS2002 Child and Youth Work Methods I
Learn why children behove os they do in particular situations and specific therapeutic interventions for interacting therapeutically with children in their everyday life situations os vehicles to increase children's self esteem and social skills.

CYCS2005 Therapeutic Faundations
This overview course will survey some of the common treatment philosophies used to understand, predict and manage the behaviour of clients in treatment facilities. Students will have the opportunity to understand and develop their own individual approaches to "helping" in relation to more established schools of thought.

CYCS2006 Working with Families
The responsibilities and purpose of family life and explores aspects of dysfunction within o family system, understanding the origins of dysfunctions and the need for intervention to promote healthy family development, the possibilities and options relating to family relationships along with the stresses most families will encounter.

CYCS2007 Child and Youth Care Methods II
Learn to understand one's own behaviour in interacting with clients as well as understanding the client's behaviour, develop the ability to articulate, demonstrate and document a cleor and rotionol treatment perspective.

CYCS2009 Integrative Seminar II
See CYCS1015

CYCS2010 Field Practice II
Work in supervised residential settings including facilities for young offenders, residential treatment centres, children's mental health centres and youth hostel programs. Students are required to work o variety of shifts and some weekends.

CYCS2011 Assessment and Plans of Care
Learn the assessment and recording processes used in the field, why agencies ask that records be kept and how the information in those records is created, monitored, and updated, the ways the record keeping and goal setting may vary in different settings.

CYCS2013 Programming for Adolescents
Examine the adolescent's search for identity and develop an understanding of the needs and wants of this population learn to work with adolescents by examining their needs, explore and develop programs for adolescents which promote healthy functioning and community involvement and work with adolescents who are preparing for independent living.

CYCS2015 Supervisian and Team Building
This course will introduce students to principles of supervision and management in the human services field. The students will examine the role of the supervisor, and the process of supervision, in maximizing the effectiveness of the service delivery team. The course will provide the students with the opportunity to explore various management and supervision styles used within mental health facilities.

CYCS3002 Field Practice III
This third field placement will meet any residual goals that a student may have identified. It may be completed in a supervised day treatment setting, an educotional setting or o residential setting, and will allow the student to become employable with all the requisite skills for an entry level child and youth care worker.

CYCS3005 Integrative Seminar II
See CYCS1015

DENT1001 Preventive Dentistry
The course explores the scientific basis of disease prevention, treatment of various stages of disease and individualized home care involvement for the dental client. The many topics have been separated into 8 modules which define and describe the etiology, clinicol consequences and prevention of dental diseases.

DENT1004 Dental Materials I
This course is designed to help dental assisting students, through a series of lectures, slide and video presentations and lob experience to develop on understanding of the chemicol and physicol properties and uses of Direct Restorative Materials.

DENT1006 Dental Materials II
This course is designed to help dental assisting students develop on understanding of the chemicol and physical properties and uses of Indirect Restarative Materials. Prerequisite: DENT106.

DENT1007 Pre-Clinical Dental Radiography
This course is designed to help dental assisting students meet the requirements of the Healing Arts Radiation Protection Act (HARP). Through theory lectures and laboratory practice the student will become proficient in intra-oral radiographic techniques, radiographic processing and radiation safety methods. Prerequisite: ANAT117.

DENT1009 Clinicol Dental Radiography
This course through theory lectures and clinical practice will further the dental assistant's skills in intra-oral and extra-oral radiographic techniques to produce radiogrophs of diagnostic value with maximum patient safety and comfort while meeting all requirements of the Healing Arts Radiation Protection Act. Prerequisite: DENT109.

DENT1014 Crown and Bridge, Prosthodontic & Ceramics I
This course will provide the Dental Technology student with the principles of Crown and Bridge construction.

DENT1015 Removable Partiol Denture Costing I
This course will cover basic removable partial denture construction. The course will cover the following areas: Temporary, transitional and immediate acrylic removable portiol dentures.

DENT1019 Advanced Preventive Dentistry
This course covers: theories of preventive dental practices, research in the field of prevention dentistry and students will be involved in the application of research associated with this orea of study.

DENT1021 Concepts in Community Health for the Dental Hygienist
This course prepares students to promote orol health and disease prevention in a community or group. Course content will include: definitions of health, community health and community dental health; fundamentals of epidemiology; and the organization of community dental health services in Ontario as well os in other jurisdictions.

DENT1022 Ethics and Issues for the Dental Hygienist
This course will provide an opportunity for dental hygiene students to reflect on their own ethical volues and to determine how such values will impact on their education, clinical practice as well as their personal lives. Students of dental hygiene will learn the norms and standards of ethical conduct of their profession and will develop their skills of ethical reflection. The ethical standards of the profession will be applied to concrete sets of circumstances in the clinical practice of the program.

DENT1023 Advanced Radiography
Through a series of lectures (3) and slide sessions, each student will learn to recognize normal and abnormal onotomical features from a client x-roy series. Proctical experience is also gained by radiographing clients during the assessment phase of Dentol Hygiene Care.

DENT1024 Community Dentistry
This course is designed as an introduction to the broad field of community health with emphasis on aspects of community dentistry.

DENT1026 Complete Denture Construction
This course is designed to introduce the student to the basic techniques required to construct complete dentures.

DENT1029 Orthodontics and Poedodontics for the Dental Hygienist
This course familiarizes the hygiene student with all aspects of current orthodontic theory and practice. The course is designed to integrate the basics of growth and development with the clinical aspects of orthodontic practice. The course will be taught through a series of lectures, laboratory work and clinical demonstrations and exercises.

DENT1030 Orthodontics I
This course is designed to introduce the student of Dental Technology to the basic techniques required to fabricate removable and fixed orthodontic appliances.

DENT1031 Pre-Clinical Techniques Theory
Through lectures, demonstrations and audio/visual resources, the student will become knowledgeable in the theory of the clinical functions of a dental assistant.

DENT1033 Pre-Clinical Techniques
Students are taught all of the principles and procedures involved in the practice of Dental Hygiene.

DENT1034 Clinical Techniques – Theory
Through lectures, demonstrations and audio/visual resources, the student will become familior with the clinical function to be performed in general and specialty practices.

DENT1035 Clinical Techniques – Practical
During the clinical sessions, the student will assist dentists and other auxiliaries in the George Brown College and Faculty of Dentistry clinics, performing a wide range of clinical assisting techniques.

DENT1036 Dental Hygiene Process I
Dental Hygiene Process is the major course for the Dental Hygiene students and is a prerequisite for Dental Hygiene Process II in Semester II. This course is composed of a didactic and practical component of which both support the four components integral to Dental Hygiene Care: Preparation and Assessment, Planning, Implementation, and Evaluation.

DENT1037 Dental Hygiene Process II
This course focuses on the implementation of the theoretical components mostered in Dental Hygiene Process I. Through the provision of care to a wide sector of clients, with a variety of needs, each student applies the model of the Dental Hygiene Process.

DENT1038 Periodantics I for the Dental Hygienist
This lecture and practical course considers the structure and functions of the periodontal tissues, the disease processes and predisposing factors which affect these tissues and the various approaches to disease control. Each periodontal disease is discussed on the basis of ten key factors.

DENT1039 Periodontics II for the Dental Hygienist
A lecture and practical course that builds on Periodantics I for the Dental Hygienist. This course considers the structure and function of the periodontal tissues, the disease process and predisposing factors which affect these tissues and the various approaches to disease control. Each periodontal disease is discussed on the basis of ten key factors. The format of this course includes lectures, case presentations, viewing and assessing of periodontal slides. Prerequisites: PERI100, PCT201

DENT2002 Crown and Bridge
This course is designed to instruct the student in the principles of crown and bridge at an intermediate level and in dental ceramics at a basic and intermediate level.

DENT2003 Crown and Bridge and Ceramics III
This course will provide the Dental Technology student who has completed the Crown and Bridge component of the program, with the opportunity to learn the various aspects of Dental Ceramics Technology.

DENT2004 Portiol Dentures III
This course will cover all of the basic areas of removable portiol denture construction. The setting and arrangement of teeth, pocking and finishing are emphasized.

DENT2006 Denture Therapy Biamechonics and Prosthodontics
This course is designed to familiorize the student to the physiological implications of denture prostheis. Considerable emphosis will be placed on prognosis, treatment planning, and occlusol harmony.

DENT2011 Orthodantics
This course is designed to introduce the student in the techniques required to fobricate removable and fixed orthodontic appliances at an intermediate level.

DENT2012 Orthodontics
This course is designed to introduce the student of Dental Technology to the basic techniques required to fabricate removable and fixed orthodontic appliances.

DENT3005 Denture Therapy Practice III
This course further develops the students' clinical reasoning, technicol skills, communication skills and treatment planning in regard to denture therapy practice.

DENT3007 Specialty Pregroduate Lab Experience I
Learn about orthodontics and the techniques required to fobricate removable and fixed orthodontic appliances at an advanced level with minimum supervision.

DENT4001 Functional Occlusion
This lecture and laboratory course is designed to teach the Restorative Dental Hygiene student dental anotamy, aesthetics and occlusion. Waxing projects enable the student to gain skills in reproducing the anotomy and occulsion of the dentition.

DENT4002 Pre-Clinical Restorative Tech
This course reviews tooth morphology, cavity preparation and covity classification. Restorative dental techniques ore tought using simulated restorative techniques on manikins.

DENT4003 Clinical Techniques Practical
This clinical course offers the Restorative Dental Hygiene student clinicol experience utilizing restorative dental techniques by providing care to a voriety of clients. Collaborative supervision is provided by dentists and Restorative Dental Hygienists. Prerequisites: DENT404, DENT405, DENT401.

DENT4004 Clinical Techniques Theory
This course offers an overview of currently available dental restorative moterials and techniques. Prerequisites: DENT401, DENT404.

DENT4005 Science of Dental Moterials
This course is designed to help the Restorative Dental Hygiene student develop on understonding of the clinicol and physicol properties and applications of direct restorative dental moterials. The laboratory course allows the student to manipulate the materials meeting oll appropriate criterio.

DESN1005
See SIGN547

DESN1007 Design Fundamentals and Concepts
This course continues to investigate the basic principles and elements of design, including both 2D and 3D design. Emphasis is placed on those principles and elements used in the fields of graphic design and advertising. It continues to encourage the student to develop left brain and right brain lateral thinking techniques and to apply these thought processes to creative problem solving.

DESN1009 Conceptual Visualization Production I

DESN2002 Corporate II
This course continues to formalize and eloborate on the basic rules of design as they apply to corporate design. The research, design and application of symbols or logos to various formats such as letterheads, signage and publication ore explored. Emphasis is placed on typography and its application to the solution of design problems. The student concentrates on the creation of a corporate identity appropriate to a specific target audience for a client's products or services.

DESN2004 Design I
This course builds on the fundamentol design skills. It stresses type, type mark-up and copyfitting. It encourages the evaluation and development of creative solutions to design problems through emphasis on conceptual thinking, thumbnails and working drawings. It focuses on design, type, layout and presentation of projects for print in such areas as posters, magazines, and annual reports.

DESN2005 Design II
This course further encourages the evaluation and development of creative solutions to various design problems. It emphosizes type (both disploy and text) mork-up and copyfitting. It focuses on appropriate design selection and the study of contemporary style. Creotive thinking techniques are encouraged and are applied to a variety of 3D projects such as packaging and P.O.P.

DESN3001 Corporate III
This course continues to concentrate on the successful creation of corporate identity appropriate to a specific target audience for a client's products or services. The research, design and application of symbols or logos to various formats such as literature, retail, packaging and product are explored. Emphasis is placed on typography and its application to the solution of design problems. The student works through the entire design process from client contact to strategic concept development, through research and design to final production.

DESN3002 Corporate IV
This course continues to concentrate on successful creation of corporate identity appropriate to a specific target audience for a client's products or services. Emphasis is placed on computer technology for type modification, placement and layout. The student works through the entire design process from client contact to strategic concept development, through research and design to final production.

DESN3003 2D Design I
This course concentrates on 2D design and the presentation of projects for the print medium. These include a variety of items such as posters, covers, product and promotional brochures. Emphasis is placed on developing creative solutions to design problems, enhoncing image making and intuitive decision making.

DESN3004 3D Design I
This course concentrates on the design and presentation of packages, P.O.P. and environments. While the emphasis is on conceptual design and the development of professional presentation techniques, some projects require verbol presentation. Thumbnails, working drawings and marker comps are stressed. The student learns to use diverse colour systems to present designs in a professional monner ready for the portfolio.

DESN3005 2D Design II
This course continues its concentroion on 2D design and the presentation of projects for the print medium. Emphosis is given to competitions and call-for-entries from various organizations. The student develops individual talent through a range of design projects which are suitable for portfolio material. The work program provides the student with the opportunity to experience an actual design studio environment.

DESN3006 3D Design II
This course continues to stress package and P.O.P. design with more market oriented solutions. It encourages imaginative and experimental approaches to 2D design in response to client environmental directives. Thumbnails, working drawings and morker comps ore stressed. The student learns to use diverse colour systems to present designs in a professional mariner. The student is introduced to environments and exhibit design as related to graphic design. Portfolio moterial is developed.

DESN5001 Advertising Design I
the steps necessary to generate and produce print advertising of a professional colibre for the consumer market.

DESN5002 Advertising Design II
Apply knowledge and drowing skills to create professional calibre work from rough layouts to final art.

DESN5003 Corporate Design
The student will create symbols or logo types to project the desired corporate images. Attention will be given to typography, colour and form with equal emphasis on finished art and specifications for printing production.

DESN5004 Packoge Design
The student will explore aspects of the package design field from concept to mechonical art and their opplications to various printing methods.

DESN5005 Promotional Design I
Projects involve preliminary thumbnail sketches, full size roughs and comprehensives. Emphasis will be placed on development of good layout orrongements, sketching skills and their comporisons os well os good presentable morker renderings of comprehensives for magozine and newspoper advertising.

DESN5006 Promotional Design II
The student will develop each project through to the finished art stage, ready for camera. The emphasis will be placed on development of line drawing techniques and working drawings os applied to layouts of advertisements of diversified products.

DIST1001 Introduction to Logistics Management
This introductory coursein logistics management involves the movement and storage of products from the source to the destination/morkets, and includes the subsystems of order processing, customer service, supply chain management, inventory control, warehousing, materials handling/packoging, transportation, and information technology, all in o notional and a global context.

DIST1005 Worehousing Monogement
This course provides on overview of the responsibilities, functions, techniques and tools of modern warehousing. This will include on overview of the warehouse's rolw in modern business; selection and use of equipment; worehousing's relation to transportation; handling and storing materials; and effective ways to meosure, evaluate and control the basic functions of warehousing. Prerequisite: DIST1002.

DIST1007 Inventory Control
Effective inventory control offers business the opportunity to optimize costs and to provide better customer service. This course examines the different types of inventories found in business environments and introduces students to the techniques employed to control them quantitatively and qualitotively. Extensive use of computers reflects the reality of today's workplace and ensures that students gain familiority and hands-on experience with electronic means for inventory control. Prerequisites: DIST1005, DIST2004.

DIST2001 Logistics Systems Management I
This is o fully integroted course which identifies the vorious environments within the logistics process, employs onolytical tools and techniques, and examines applications of "Electronic Commerce" within the logistics process. Prerequisites: DIST1005, DIST2004.

DIST2002 Traffic and Transportation Management I
This course builds upon the skills learned in the prerequisite courses. This course introduces the student to the concept of Traffic and Transportation which involves a variety of operation tasks, types of modes, selection/ negotiations rotes, shipping/receiving operations, terms of sole, cash/contract and elemental audit/estimating and consolidation factors. Prerequisites: DIST1002, DIST1005, DIST1007, DIST2004.

DIST2004 Industrial Purchasing
This course examines the role of purchasing in the modern business organization, including basic purchosing techniques such os supply sources, pricing, negotiation with suppliers, quality control, timing, cost analysis and control, make or buy decisions, planning basic policies and organization. Prerequisite: DIST1002.

DIST2006 Logistics Systems Management II
This advanced logistics monogement course examines issues that are important to the Logistics Management Practitioner. Included are such aspects as allocation of resources, communication and decision support systems, budgeting and return on investments, quontitotive techniques, strategic planning and future direction, and organizational and leadership qualities. Prerequisite: DIST2001.

DIST2008 Operations Monogement
This is an advanced course which examines current methods of production and inventory control through systematic study of the field of Operations Monogement. While providing an overview of the various factors that determine the success of productive activity, the course places particular emphasis on areas of interface between Logistics and Production, such as Production Planning and Scheduling, Materials Planning and Inventory Management.

DIST2010 Traffic and Transportation Management II
This is a continuation of the level I course. It covers extensively air transport and ocean shipping components, management control functions, consolidation, materials handling and bulk shipping concepts, packaging, financial aspects of corrier operation and trade (export and import) methods for international distribution. Prerequisite: DIST2002.

DIST2012 Import/Export Documentation
The purpose of this course is to introduce the student to basic export and import systems that are applicable to Canada. It covers such topics as terminology, custom procedures, export and import rules, documentation and toriff interpretation.

DIST2013 International Trade
Learn obout import and export procedures, how they ore opplied to small businesses, international marketing, sourcing foreign suppliers, local market research, import/export documentation, researching export morkets and transportation.

DIST2013 Internationol Trade
This course is obout the way organizations become and remain international in scope. It is obout the experiences of organizations of all sizes as they come to grips with an increasingly competitive global environment and the proctices of monogement when o local market perspective is no longer enough. Prerequisites: DIST2001, DIST2002, DIST1007.

DRFT1003 Architectural Rendering and Presentation I
The principles and practices of presentation drawing, including plans, elevotions and perspective; shodes and shadows using delineation techniques and preliminary colour pencil and morker rendering.

DRFT1003 Architectural Rendering and Presentation I
Basic presentation and rendering techniques, including perspective, shodes and shadows, and pen and ink techniques.

DRFT1004 Architectural Drafting and Design I
The conventions of architectural drafting, including linework, lettering, architectural scales and symbols and learn to complete o set of working drawings for a single family dwelling.

DRFT1005 Architectural Drafting and Design II
The development of skills required to estoblish effective means of graphic documentation. Given o set of design sketches, develop and prepare a complete set of working drawings for a residential project. Prerequisite: DRFT1004.

DRFT1006 Introductory Drafting
The course will teach basic drofting skills and their opplication to renovation construction. It will also develop the learner's skill in visualization of specific concepts.

DRFT1013 Jig and Fixture Design I
Students review drafting and production methods and are introduced to: locating and printing principles; standardization of jig and fixture components; design of a drill jig, milling fixture and gouge; high volume production; port analysis; technology of sheet-metal presswork; theory of cutting; and the design of pierce and blanking die, compound die and progressive die.

DRFT1014 Jig and Tool Design 1
This course covers monufacturing engineering organization; cutting tool design; form tools; process planning; turret lathe; tooling layout; automatic lathes; location and clomping theory; drill jig and fixtures principles; brooch design; gouges; presswork and tooling economics.

DRFT1017 Machine Design I
This course is designed to introduce the student to the integration of fundamentols of technology. The student is given basic design data, and with the use of engineering catalogues, will produce layout and design functional mechonicol assembly/detail drawings. An engineering report, based on research, will be completed by the student to appropriate standards. With the introduction of control technology, the student will develop theoretical and practical knowledge for industrial automation.

DRFT1018 Theory of Mochines I
Covered ore: cam layout and displacement diogroms, cam and follower types, uniform velocity and accelerotion motion and S.H.M.; simple and compound gear trains, epicyclic gear troins (including reverted, bevel and differential types); torque, power and mechonical advantage; static and dynamic force onolysis in simple mechanisms by graphical method, inertia forces, shaking forces; dynomically equivolent systems, centre of percussion.

DRFT1019 Theory of Machines II

Flywheel design and applications; governor types, force analysis and applications; static and dynamic balance of rotating masses; balance of reciprocating masses; optimum balance of single cylinder engine; balancing machines, function and application; multi-cylinder engine balance by rotating vectors; gyrascapic forces and design applications; critical speeds of shafts, including single disc, multi disc and uniform shaft combinations.

DRFT2001 Architectural Rendering and Presentation II

Build an presentation skills and learn interior perspective work. Prerequisite: ARDR128.

DRFT2003 Architectural Drafting and Design III

Modular co-ordination in planning, drawing, construction and building components. Create a case study involving the planning and layout of a partial set of working drawings far a light industrial building, in conjunction with the OBC. Prerequisite: ARDR177.

DRFT2005 Architectural Drafting and Design IV

Based on a partially completed set of working drawings of a complex institutional building, produce working drawings and explore interior design issues, including barrier-free design. Prerequisite: ARDR236.

DRFT2006 Electrical Drafting III

This course covers single line diagram symbols, single line power distribution diagrams; three line power distribution diagrams; metering circuits using instrument transformers; electrical layout drawings for motor circuits and power distribution circuits; equipment selection from manufacturers catalogues; starting schemes for A.C. motors; reversing starters, reduced voltage starters, wound rotor motor starters; wiring diagram to elementary diagram conversians; introduction to computer aided drafting.

DRFT2007 Jig and Tool Design II

Covered are: principles of metal cutting and tool life; effects of various types vibration an component production; large assembly jig setups; two and tree axis numerical control machine tools; automation design and the use of industrial robots; studies in the techniques of tool making and quality control and an analysis of machine tool operations (jog boring, gear shaping, gear hobbing and broaching); estimating and processing complex components using various manufacturing techniques; assembly of multiple parts by various means; plastic tooling; press-tool dies, types at construction, calculations and applications.

DRFT2008 Tool Design Concepts

This course continues to develap drafting/design ability by concentrating an dimensioning, tolerancing and design techniques af basic jigs, fixtures and dies. Tools and dies designed by the student is the integration af theoretical fundamentals and practical drafting skills at the student's level at study.

DRFT2012

See DRFT1017

DRFT2013 Electrical Drafting V

This course cavers layaut drawings far transformer substatians; pratection relaying schemes; metering schemes; grounding drawings, computer aided drafting.

DRFT2014 Basic Drafting and Blueprint Reading

Drafting office procedures, lettering, linework, use af drafting instruments, metric and imperial scales, dimensioning, arthographic projection, pictorial drawings. Architectural, mechanical services and electrical wiring symbols. Interpretatian of architectural, mechanical and electrical drawings showing residential, commercial and industrial installations.

DRFT3001 Electrical Drafting VI

This course covers the development of control schematics far matar control systems invalving interlacking, sequence cantral, time delay and farward reverse control far A.C. matars using relay logic; logic diagrams and solid state matar control circuits; camputer aided drafting and design.

DRFT5003 Drafting Blueprint Reading

The use of drafting instruments in the production of threeview drawings and isametric drawings af piping symbols.

DRFT5004 Drafting Blueprint Reading

The study of frame, masonry and concrete construction regarding construction members, methods af dimensioning sections, details and architectural symbols.

ECE1002 Interpersonal Communications

In this area of study, the student examines behavioural differences, causes, and methods of impraving interpersonal communication skills.

ECE1003 Health, Safety and Nutrition

This course is designed to provide the student with a basic working knowledge of the principles af health and nutrition.

ECE1004 Creative Activities

This course is designed to enable students to become knowledgeable af their appropriate role as facilitators in early childhood creativity.

ECE1005/1010 Field Practice

This course is designed to provide the student with an appropriate supervised setting (Day Care Agency) where they can practice their theoretical knawledge at early childhood.

ECE1007 Field Seminor

This course is designed to pravide opportunity for students to reflect an and share field experiences.

ECE1009 Principles of Early Childhood Educatian I

This course is designed to study the Early Childhood Education environment, the role of the teacher, and programming far young children. Classes consist of lectures, group discussions, and demonstrations far four haurs per week in Semesters 1 and 2.

ECE1011 Preschool Skills Workshop

This age related skills workshap offers students both applied knowledge and support in curriculum ideas. Music and story telling are a focus for this course.

ECE1012 Health, Safety and Nutrition

The study of health, safety and nutrition will be related to the needs af the young child. The course will emphasize the impartance af knowledgeable early childhood educators in his area and their day-to-day responsibilities to themselves, children, families and community. Attention will be given to health issues in a cross-cultural context.

ECE1014 Interpersonal Communicatian

This course introduces the student to interpersanal communicatian theary and practice as it relates to early childhaad education environments. It follows an experiential farmat that encourages students to reflect an and identify their strengths as communicatars. Classes will pravide students with opportunities to learn and practice communicatian skills.

ECE1016 Creative Expressions I

This course will explore creative art activities for infant, toddler, preschool and school-age children. Emphasis is placed an open-ended, child-directed activities which are related to the whole child. The course includes classroom lectures, discussions and hands-an workshops.

ECE1020/1021 Field Work Seminor

This class will pravide students with opportunities to meet with fellow students and their supervising faculty to discuss their progress at field placements. The seminar discussians are environments which faster professional growth and development.

ECE1022 Infant/Toddler Skills Workshop

See ELECT200

ECE1024/1026 Field Practice

Field practice will pravide a continuum af experience which provides the student with the opportunity to integrate and apply theary. The student is expected to demonstrate the necessary self-awareness, attitudes and skills which will enable him or her to wark campetently with children, families and ca-warkers. All students will complete a field practice with infants, toddlers, preschool children and school age children.

ECE1029 Preschool Skills Workshop

See ELECT200

ECE1031 Principles of Childhood Educatian I

The course introduces the student to child care environments, the role of the early childhood educator, and programming for young children. The course is based on the premise that early childhood settings should be child-centred and pramate learning through play.

ECE2001 Children with Speciol Needs

This course intraduces the second year early childhaad education student to some of the causes, manifestations and behaviours of children with challenging needs. Diagnosis, prognosis, social implicatians and specific teaching methads are discussed.

ECE2005 History and Philosophy of Canodian Educatian

This course will examine the majar philasophical approaches and historical issues that have influenced Canadian education today. It includes a review of the history of education in Canada and an overview of the contributians made by philasophers, educators and psychalogists.

ECE2006 Parent Involvement

This course surveys the rationale for and methods of parental involvement in Early Childhood Education. Students will be given the appartunity to review a variety af communicatian techniques and parenting programs.

ECE2007 Human Growth and Development

This survey course examines human growth and development tram middle childhood to death. It will help the student understand the changes that accur in human ages and stages of development. The focus is on the physical, social and cognitive and emotional development of the human being.

ECE2010 Creative Expressions II

This course builds an the skills gained in ECE105. Three-dimensional art activities will be explored in a series of workshaps in addition to further discussion af art principles as they apply to the developing child.

ECE2012/2013 Field Work Seminar

See ECE1020/1021

ECE2014/2017 Field Practice

See ECE1024/1026

ECE2022 Principles of Early Childhood Educatian II

In the second year of Principles of Day Care the course continues the study of programming for young children and is developed from the same set at beliefs about group care and its curriculum. The role of the teacher in social emotional development and the application of Piagetian theary to practice are given special focus.

ECE2023 Policy Monogement and Legislation

Students will be oriented to the legislative and policy framework for child care services in Canada. The format of the course allows the student to explore the various roles of staff, administrators, parents, boards of directors and the provincial authorities in high quality child care programs.

ECE2037 School Age Workshop

See ELECT200

ECON1001 Economics I

This course intraduces the student to the nature of economics, basic terminalagy, the uses and limitations of economic analysis and economic models and systems. The student will learn to understand and evaluate the methods used to measure the performance of the economy, the gross national product, consumer price index and the unemployment rate.

ECON1002 Economics II (Microeconomics)

This course is a continuation of EC103. It will explare the relationship between emplayment, inflation and price; how to enumerate the various kinds of unemployment and their respective causes; and how to recognize the malleability of statistical measurements and the cantrols used.

ECON1003 Introduction to Economics

This is an intraductory economics course which familiarizes students with economic principles and examines the current major economic issues in Canada, such as inflation, unemployment, and government programs and regulations created to deal with such problems.

ECON1004 Economics

This is a study of the ecanamic principles surraunding supply and demand, Gross Damestic Product, taxatian and government's role in the economy.

ECON1005 Economics

This course provides the student with a simply stated introductary account af ecanamics, concentrating an the international farces which influence the Canadian fashian industry. The student will be able to evaluate the effect af such pressures and accurrences as free trade, quotas, subsidies and political, social and product susceptibility; and adjust to ar adapt such measures as appear likely to improve competitive status.

ECON1006 Labour Economics

This course will introduce the student to the basic concepts in labour ecanomics and will pravide an understanding as to the varying structure, canduct and performance characteristics of labour markets and show its relevance far human resources divisians. Labaur market behaviar will be analyzed.

ECON1007 Microeconomics

This course surveys micraecanamics, including an averview of the market system, demand and supply, elasticity, and the drafting and proper use of graphing. Various market structures-pure competitian, manapaly, monopolistic competition and oligapaly-are examined. Markets far factors of production-labour, capital and natural resaurce are also examined, along with the distribution of income and wealth and the role af government in the market system.

ECON2001 Mocroeconomics

This course examines the problems and issues pertaining to the Canadian ecanamy as a whole, including recession, unemployment and inflation. Ecanamic madels and theories are used to explore both causes and possible remedies.

ELCL1005 Direct Current Machines (Theory and Lab)

Construction and aperation of separately-excited, shunt, seriews and compound generators; cammutatian; dynamators; construction and aperation of shunt, series and compound matars; speed and torque characteristics. The theory is interspersed with laboratory projects starting with safety rules, voltage characteristics of separately excited, shunt and compound generators; efficiency and losses of D.C. generators; D.C. shunt and compound matars, losses and efficiency of D.C. matars.

ELCL1006 Electrical Circuits (Theory and Lab)

Principle operation of A.C. generators, sinusaidal voltage and current equations, instantaneous values, average and effective values. Inductive and capacitive reactance, impedance. Series and parallel A.C. circuits. True power, reactive power and apparent power, power factor and power and parallel impedances, series and parallel equivalent circuits, impedance networks and application af network theorems. Principle, theory and aperation of transformers. The theory is interspersed with laboratory projects which present proof far the above theory topics.

ELCL1014 Electrical/Electronic Principles

Nature of Electricity, international system of units, atoms and their structure, electron theary, current and voltage, conductors and insulators. Resistance, power in the D.C. circuit, series and parallel circuits. Magnetism, electromagnetism and magnetic circuits. Inductance and transients in inductive circuits. Capacitance and transients in capacitive circuits. Resistance networks, equivalent circuits and network theorems. The theory is interspersed with laboratary projects which present proof for the above theary topics.

ELCL1015 Electricol/Electronic Fundomentals II

This course introduces the student to analytical tools such as Thevenin's, Nartan's and Superpasitian theorums as well as and Nodal and mesh analysis far predicting the response af complex circuits. The performance af passive campanents in an alternating current (A.C.) circuit is also cavered in detail.

ELCL2001 Electric Machine Control

Operation and use of control and timing relays; contactars; manual and magnetic starters; limit, pressure, float and flow switches; magnetic and eddy current brakes; reversing, braking and regeneration systems far A.C. and D.C. machines; reduced voltage starters for induction matars and special requirements far wound rotar, synchranaus and D.C. matars and synchranaus capacitors; design and analysis of simple machine control circuits and systems; purpose and use af toil safe controls; introduction to solid state control equipment far A.C. and D.C. machines and systems.

ELCL2002 Wiring Methods and the Electrical Code

This course cavers wiring materials including conduit, non-metallic sheathed cable, armaured cable mineral insulated cables, aluminium sheath cables, busways, wireways, services, residential cammercial and industrial; devices; fixtures, matars, equipment and wiring methods in hazardous location; electrical safety code applications.

ELCL2003 Environmental Systems

This course cavers fundamentals af light, lighting terms and units, lighting laws, light sources, lighting calculations, electric power requirements far lighting systems; basic concepts af electrical heating and air conditioning, R values, heat loss calculations, electrical power requirements far heating and air condition systems.

ELCL2004 Electricol Laboratary A.C. Machines

This course covers transformer ratio and polarity, transformer voltage regulation, transformer losses and efficiency, aperation of auto transformers, poly phase transformer connections; alternatar operation, alternator regulation, alternator losses and efficiency, parallel aperation of alternators; operation, losses and efficiency of synchranaus matars, torque angle characteristics, V curves and power factar curves for synchranous matars; power factar improvement; operation, losses and efficiency af wound rotar and squirrel cage induction matars.

ELCL2005 Industrial Electronics IV (Theory and Lab)

Introduction to digital techniques; binary number system; binary codes; semiconductar devices far digital circuits; digital logic circuits; digitol integrated circuits; operation af: flip flops, registers, counters, shift registers and digital applications including digital measuring devices and their uses; introduction to programmable cantrollers. This theary is interspersed with laboratory projects in the evaluation af: switching circuits, transistor logic gates, T.T.L logic gates, CMOS logic gates; application af logic gates, flip flops, registers, counters, shift registers and decoders, relay logic ladder instructions, timers and counters.

ELCL2006 Technicol Report

The student completes a 2,500-ward report an a piece of electrical ar industrial electranic equipment or circuit. Information is to be obtained from the available technical magazines and books in the reference section of the Taronto Public Library system.

ELCL2007 Alternating Current Machine

Transformer principles, construction of single phase and three phase transformers, standard transformer tests, voltage regulations, auto transformers, parallel operation, single and three phase transformer connections; operation and construction of alternators, stator windings, rotor windings, impedance, voltage regulation, alternator test and regulation calculations, armature reaction, paralleling; operation af synchranous matars; phasor diagrams; power factar control; synchranaus induction matar; operation and construction of three phase induction matars, split phase starting, shaded pole matars; reluctance start matars; universal matar; A.C. series matar; repulsian matar; single phase synchronous matars; maintenance of A.C. apparatus.

ELCL2008 Distribution Systems (Theory and Lab)

Review af A.C. fundamentals, review of balanced three phase systems; unbalanced three phase four wire wye connected loads, unbalanced delta cannected loads, phase sequence; measuring power in three phase circuits, two watt meter method; electrical power system; hydro electric, fossil fuel and atomic power stations; overhead and under ground distribution systems; the basic power circuit, system voltage regulation, transmission lline calculations; lightning arrestors, fuses and circuit breakers; coardination of protection. Theis theory is interspersed with laboratary projects starting with a review af safety rules, voltage, current and power in balanced wye or delta loads; voltage, current and power in unbalanced three phase loads (four wire wye, three wire wye and delta); three phase power factar and power factor improvement; phase sequence determination; three phase transformer connections; real and reactive power; power flaw and voltage regulation of a simple transmission line.

ELCL3002 Protection of Electricol Equipment

This course covers transmission line equivalent circuits; per unit analysis, faults on power systems, short circuit calculations; circuit interrupting process; high voltage circuit breaker design; high voltage fuses; system instrumentation; types of protective relays; malfunctions of alternators and transformers; relay protection of alternators, large transformers and large matars; coardination of protection; relaying zones; ground fault protection of distribution systems.

ELCL3003 Electrical Laboratory Systems
This course covers polyphase transformer connections: delta delta, delta wye, with or without tertiary winding, wye delta, three phase autotransformer, open delta, delta zigzag, delta six phase double wye, delta six phase double delta, open wye, open delta, regulation of transmission line voltage; power flow in transmission lines.

ELCL3004 Electrical Machine Design
This course covers general design procedure; design of single phase and three phase transformers; design of poly phase induction motors; design of synchronous machines; design of D.C. machines; design of solid state motor control system.

ELCL3005 Research Assignment
Part of EL364, this course requires the student to research and design a specific electrical motor, generator, transformer, or solid-state motor control system. The completed design is to contain all necessary calculations to meet the given specific data and limits, as well as scaled detail, layout and assembly drawings that show all major dimensions and materials used.

ELCL3006 Industrial Electranic VI
This course covers Darlington pair, differential amplifiers, operational amplifiers, negative feedback, comparators, integrators, differentiators, op-amp regulators, automatic control of D.C. motors, D.C. and A.C. variable speed drives, large current poly phase rectifiers and inverters. Interfacing the 6800 microprocessor.

ELCL3008 Programmable Logic Controllers (Theory and Lab)
All projects are designed to operate on Allen-Bradley® programmable controllers and IBM® compatible AT® computers. Definition, relay ladder logic instructions, non relay instructions, timers and counters, math instructions, word instructions, programming examples, troubleshooting procedures, interfacing and commissioning with both A.C. and D.C. motor control devices.

ELCL5006 DC Circuit Characteristics
This course introduces the basic concepts of electricity. Batteries and resistors, in-series circuits, parallel and series/parallel circuits, Ohm's and Kirchoff's Laws, are covered. Capacitors and inductors are described together with their applications in time-constant circuits. The course also covers basic meter circuitry for the voltmeter, ammeter, and ohmeter; internal resistance of generators, and loading effects of meters.

ELCL5007 AC Circuit Characteristics
The generation and characteristics of an AC signal and some of its important applications are introduced. Instantaneous, average and RMS values of the AC signal are measured and explained. Reactance, both inductive and capacitive, as well as transformers are covered.

ELCL5008 Electrical Circuits Laboratory
This course reinforces the theory portion of the first semester. Safety procedures, circuit construction, measurements of circuit parameters and proper use of measurement instruments are stressed. Troubleshooting and circuit tracing are included.

ELCL5009 Advanced Interfacing
Complex interfacing techniques are introduced and applied to analog-to-digital and digital-to-analog converters, multiplexed displays, and keyboard scanners and encoders. The concepts, advantages and component requirements of serial interfacing are studied and applied to the interfacing of a video terminal to the microcomputer. The principles of video displays for personal computers will be introduced and applied to the use of a PC as a video terminal. The minimum software for testing the interfaces is emphasized.

ELCL5010 Introduction to Data Communications
Synchronous and asynchronous protocols are discussed. Various network configurations are introduced from a block diagram approach. Emphasis is placed on simple computer to computer communications through a modem with its associated communications software.

ELCL5010 Introduction to Data Communications
Synchronous and asynchronous protocols are discussed. Various network configurations are introduced from a block diagram approach. Emphasis is placed on simple computer to computer communications through a modem with its associated communications software.

ELCL5011 PC Systems Lab
This lab includes hands-on training in assembling, configuring, maintaining and troubleshooting personal computers and related peripherals such as printers, disk drives, video monitors and keyboards. Serial interface cards and modems will be configured to allow PC-to-PC communication.

ELCL5012 Principles of Interfacing
The fundamental requirements and components of simple interfaces are introduced, allowing the student to construct and test interfaces so that the computer can input information from switches and sensors and output information to LEDs and seven-segment displays using polled I/O. Methods of program interrupt and their advantages are applied to typical situations such as "real time" keeping. Parallel interface ICs are introduced and used to interface relays, SCRs and TRIACs to the microcomputer. The basic software required to test the interfaces is stressed.

ELCL5017 Camera Theory and NTSC Processing Circuits
The North American Television Industry uses NTSC standard as such the importance of being able to test its signal make-up and components for compliance to the specification is a necessity. In this course test signals are used to evaluate the performance of systems such as Video monitors, VCRs and Cameras. The circuitry used in cameras is discussed in functional blocks form.

ELCL5109 Advanced Interfacing
Complex interfacing techniques are introduced and applied to analog-to-digital and digital-to-analog converters, multiplexed displays, and keyboard scanners and encoders. The concepts, advantages and component requirements of serial interfacing are studied and applied to the interfacing of a video terminal to the microcomputer. The principles of video displays for personal computers will be introduced and applied to the use of a PC as a video terminal. The minimum software for testing the interfaces is emphasized.

ELNC1002 Industrial Electranics II (Theory and Lab)
Resistor colour code; introduction to electronic test equipment; operation and characteristics of semiconductor diodes, Zener diodes, bi-polar transistors, Scr's and Triacs. Operation of rectifier circuits. Labs will be interspersed with theory to reinforce the theoretical points.

ELNC2001 Industrial Electranics III (Theory and Lab)
A.C. and D.C. transistor load lines, A.C. gain calculations for the common emitter, common collector and common base amplifier circuits; cascaded amplifiers. This theory is interspersed with laboratory projects to construct and evaluate the above circuits.

ELNC2008 Communications Technology II
The theory, design and operation of transmitters and receivers for analog communications is covered in this course. Topics included are: oscillators; amplitude modulation (AM) and frequency modulation (FM) methods.

ELNC2010 Operational Amplifier Design
This subject covers the properties and applications of the OP AMP with emphasis on design. Topics included are: basic, summing, instrumentation and programmable gain amplifiers; comparators; limiters; integrators/differentiators; lead and lag compensation; active filter design; computer models; waveform generation.

ELNC2010 Operational Amplifier Design
This subject covers the properties and applications of the OP AMP with emphasis on design. Topics included are: summing amplifiers, instrumentation amplifiers, integrators, differentiators, comparators, limiters, sample and hold circuits, lead and lag compensation, active filter design, waveform generation.

ELNC2013 Computer Technology I
Beginning with the basic microcomputer architecture the student is led through both the hardware and software requirements of a microcomputer. The emphasis is on using the micro to solve problems through either software or hardware design approaches. Basic interface considerations and address decoder design is covered in depth.

ELNC2013 Computer Technology I
Beginning with the basic microcomputer architecture, the student is led through both the hardware and software requirements of a microcomputer. The use of the micro to solve application problems will introduce the student to the design of I/O hardware and software. The course will utilize both assembler and cross-assembler computer programs on the PC.

ELNC2020 Final Control Elements
Learn the construction details of final control elements specifically pneumatic control valves, different types of valve bodies including globe, split body, angle body, mixing and butterfly, valve sizing and selecting a control valve, hands-on training in assembly and disassembly, repair and calibration of control valves.

ELNC2032 Active Devices I
This course introduces the student to semiconductor principles. Diodes, and their application in half and full wave power supplies as well as clipping circuits used in waveshaping applications Bipolar junction transistors are analyses in their applications as common emitter, and common collector amplifiers. Small and large signal analysis of transistor amplifiers.

ELNC2033 Active Devices II
Specialized semiconductors such as: Zener diodes SCRs, TRIACs, JFETs, MOSFETs, and FETs and some of their applications are covered. The student will be introduced to the basic theory of operational amplifiers and some common configurations.

ELNC2034 Pulse and Digital Circuits
Beginning with diode clippers and clampers, the student is exposed to waveshaping circuits such as passive and active intergrators and differentiators. Other devices such as monostable and astable multivibrators, as well as basic digital circuits as: AND, OR, INVERTER, NAND and NOR gates. A basic introduction to JK and D type flip/flops, shift registers and counters is included.

ELNC2035 Communications Systems
The theory of operation of tuned RF amplifiers, basic oscillators, PPLs, AM/FM SSB transmitter and receiver circuits will be discussed. A qualitative coverage of basic antenna and transmission line principles will be included.

ELNC2036 Microprocessor Systems
Beginning with a discussion of the general microcomputer block diagram, the course will cover address decoder circuitry, simple assembly programming, and basic I/O principles. This course will be based on the 6800/6811 processors.

ELNC2037 Video Systems
Beginning with the video camera operation the course covers the principles of BW and colour monitors, composite video signal, RGB signal, video amplifiers and sweep circuits.

ELNC2038 Data Communications
Beginning with asynchronous serial communications, the basec principles of flow control, error detection and recovery are introduced. A basic introduction to the telephone network will lead the student through the theory of MODEMs and common application programs such as BBS (Bulletin Board Services), E-Mail, and INTERNET. The basic topology of LANs/WANs and common protocols will be discussed.

ELNC2039 Video Technology I
Beginning with the theory of operation of a video camera the student will be led through the blocks and circuitry of a basic BW monitor/TV.

ELNC3001 Industriol Electronics V (Theory and Lab)
Review of number systems, building blocks of micro computer, computer arithmetic, straight line programs, algorithms, branching, stack operations and use of subroutines; bios calculations, transfer characteristic curves and A.C. gain calculations for the J FET and MOSFET amplifiers. This theory is interspersed with experiments using 6800 microprocessor; conversion from hexadecimal to decimal program, arithmetic operations, program branching, condition code registers and subroutines; construction and evaluation of: J FET and MOSFET transfer characteristic curves and amplifier circuits.

ELNC3002 Industrial Electronic Laboratory VI
This course covers construction and evaluation of operational amplifiers, integrators, differentiators, op-amp regulators, Schmitt trigger, SCR and TRIAC firing circuits. Troubleshooting D.C. and A.C. variable speed drives. Interfacing experiments using the 6800 microprocessor.

ELNC3003 Communications Technology II
This course provides basic theory and operational skills and hands-on experience of equipment such as: Klystroons and waveguides; spectrum analyzers; and fibre optics. An in-depth analysis of wave theary for coaxial cables and waveguides will also be covered.

ELNC3007 Electrical Installations
Upon completion of this course the student will be able to interpret drawings of electrical installations and power distribution; understand the basic design concepts required for residential wiring; and interpret applicable sections of the Canadian Electrical Code.

ELNC3011 Computer Technology II
Continuing from the Computer Technology I course, this course concentrates on design solutions using embedded controllers. Analog to digital conversion (A/D) and digital to analog conversio (DAC) techniques will be discussed. Interfacing to hex keypads and liquid crystal displays (LCDs) will also be used to demonstrate interfacing techniques.

ELNC3012 Electronic Technology Report
An in-depth analysis of a given customer problem will lead the student through the problem definition stage of the development of a product. The student will research the environmental, ergonomic and technical aspects of a customer problem and will investigate the market feasibility of the resulting design. The results of the design proposed in this report will be used as the basis of the system to be designed in the System Design courses in the 6th semester.

ELNC3017 Control Systems I
In this course the student is introduced to the properties of open-loop control systems as well as transducers. Using the Laplace transform as an analytical tool, a variety of servosystems and process control systems are modelled to obtain their transfer function and consequently their transient and steady-state response

ELNC3018 Data Communications Technology
Basic telephone network topology, serial asynochrous and synchronous communication principles, flow control, error detection and recovery methods, FSK, PSK and QAM MODEMs.

ELNC3019 System Design I
Problem solving strategies as applied in system design – defining the problem, gathering technical and marketing information, modeling a solution using flow and block diagrams. Preparing a technical proposal. Product development cycle. Beginning of actual prototyping. Project management techniques using Critical Path Methods (CPM), Gantt Charts, and Program Evaluation and Review Techniques (PERT) are discussed.

ELNC3020 System Design II
Basic techniques for designing for production (tolerance analysis using calculus and Monte Carlo methods) are described. Human factors affecting the design (ergonomics) are discussed. The student is also introduced to common industrial management practices – evaluation procedures, working in teams, quality circles, management by objectives are some of the practices discussed. During this phase the student should be beginning the actual circuit board layout.

ELNC3021 System Design III
In preparation for graduation the student is exposed to basic sales and marketing practices. A discussion of how sales and marketing techniques can be applied in a job search will be used to reinforce the fundamentals. Final consolidation of the system will occur at the latter stages of this course. The student will write an addendum to the Technical report which will cover the results of the testing and will establish the final specifications of the design

ELNC3022 Control Systems II
This course explores the effects of feedback on performance parameters such as sensitivity, error, disturbance and stability. The student uses root locus and frequency response design techniques to improve system performance. Computerized feedback controllers are also explored.

ELNC5001 Digital Fundamentols and Circuits
Topics covered in this course are: numbering systems, basic AND/OR gates, NAND/NOR gates, flip-flops, registers and counters. Encoding, decoding, multiplexing and demultiplexing are more advanced subjects in this course. The oscilloscope and logic probe are discussed and used in the lab.

ELNC5002 Digitol Circuits Laboratary
This portion of the program provides the student with hands-on training in the various measurements made on digital circuits. Use of the oscilloscope and the logic probe is stressed. The course begins with simple gate logic and introduces more complex counters and register circuitry.

ELNC5003 Semicanductor Fundamentals and Circuits
The student is introduced to semiconductors through simple atomic theory based on the PN junction of a diode. Diode characteristics and applications are covered. Power supply circuits, including half-wave and full-wave rectifiers as well as filters, and regulators are discussed. Transistors and op amps are introduced together with their amplifier configurations.

ELNC5004 Semicanductar Circuits Laboratary
Testing of power supplies and semiconductor amplifier circuits are the mainstay of this course. Interpreting transistor data sheets and diode specifications enables the student to make substitutions in repair applications. Proper use of the oscilloscope and multimeter in amplifier measurements is stressed.

ELNC5005 Passive Circuit Analysis (Applied Math)
This course covers scientific notation, units and dimensions, Ohm's law, Kirchoff's law, exponents, trig functions (Sine, Cos, Tan), vector analysis as it applies to AC circuits, and logarithms and their applications.

ELNC5006 Lineor Circuit Applications
The student is introduce to the concepts of voltage gain, current gain and power gain beginning with simple transistor amplifiers and progressing into power amplifiers and operational amplifiers.

ELNC5007 Lineor Circuits Laboratory
This practical course is taught in parallel with the theory portion, ELCL510. Using the multimeter, signal generator and oscilloscope, the student is exposed to the common amplifier measurements of gain and frequency response.

ELNC5008 AM-FM Stereo Fundamentols and Circuits
A qualitative description of how information is modulated on a carrier in Amplitude Modulation (AM) and Frequency Modulation (FM) prepares the student for further training on radios and television receivers. Terms such as modulation index, carrier, over-modulation, bandwidth and guard-band are graphically explained.

ELNC5009 AM-FM Stereo Radio Circuits Laboratary
Measurements on AM/FM receivers using specialized RF and sweep generators help the student understand the principles discussed in the theory portion of the course ELCL512. Proper alignment procedures and troubleshooting techniques are included.

ELNC5010 TV Systems and Standards Introduction
Beginning with the black-and-white television principles, the student is introduced to the concepts of scanning and video signal generation. Various processing circuits and functional blocks are analysed. Timing signals and synchronising circuit functions are explained. Frequency allocations and bandwidth requirements are discussed. Properties of colour, encoding and decoding colour information, and colour transmission as specified in the NTSC standards, are explained.

ELNC5011 Active Circuit Analysis (Applied Math)
Construction and interpretation of graphs for frequency response and transfer response of various circuitry is stressed. Filters, voltage regulation, transistors and amplifiers are some of the circuits analyzed. Measurement of bandwidth, decibel gain and loss as well as Q are calculations that are included.

ELNC5015 Video Record/Playback Systems
In this course basic video recording and play-back systems and techniques are explained. The principles of magnetic recording, the various tape formats, tape transports and various processing circuits as applied to VCRs are described and investigated.

ELNC5016 Television Systems Laboratory
This course enables the student to apply the knowledge gained in the theory portion of the Television systems by performing a series of laboratory experiments. Black-and-white and colour television receivers are used in the lab allowing the student to practice troubleshooting techniques, set-ups, and service adjustments.

ELNC5018 Video Tape Recarder Laboratory
The internal mechanisms of the VCR are examined in the lab. Measurement of the performance of the VCR and comparisons to the specifications provide valuable background for VCR repair. Typical adjustments/ alignments are experienced along with some of the more specialized tools and test equipment needed for the job.

ELNC5019 Introduction to Computer System Software
The student is introduced to the basic computer disk operation system (DOS) and learns how to run programs, format disks, copy disks and perform rudimentary DOS functions. This knowledge is used to supplement basic electronics training by acquainting students with certain electronic software packages designed to help technicians to understand electronic circuit operations.

ELNC5022 Troubleshooting Laboratory
The student will practice a variety of methods of component replacement, learning to solder/desolder carefully and efficiently. Surface mount techniques will be demonstrated. Microcomputer and system fault diagnosis will be accomplished using scope, probe, logic and signature analysis, emulation and diagnostic programs.

ELNC5023 Active Circuit Analysis (Applied Moth)
Construction and interpretation of graphs for frequency response and transfer response of various circuitry is stressed. Filters, voltage regulation, transistors and amplifiers are some of the circuits analyzed. Measurement of bandwidth, decibel gain and loss as well as Q are calculations that are included.

ELS7029 Writing for Academic Purposes
Learn to write at the college level. Time is allotted for development of computer skills using WordPerfect software and other programs designed to improve English structure. The course contains a comprehensive review of grammar, spelling and punctuation. Also included are library research skills and organizational patterns needed to develop social/business correspondence, essays and reports.

ENGL1001 College English
This is a course common to all post-secondary programs at the college. The basic areas and generic skills upon which the student will build in later communication courses include developing study skills, research, critical thinking, language and relating. The objectives of this course are to assist the student to identify, acquire and assimilate information from various sources, to interact with individuals and groups in a civil, productive and cooperative manner, to think critically and to develop rational arguments.

ENGL1005 English for Court Reporting I
This course gives a thorough review of grammar: parts of speech, types of sentences, clauses and phrases, application of grammatical principles, and grammatical terminology. It also covers some marks of punctuation: closure marks, the semicolon, the colon and the dash.

ENGL1006 English for Court Reporting II
This course covers the uses and rules of all marks of punctuation. Practice in proofreading for spelling, grammar and punctuation is also given. Some oral communication is done as well.

ENGL1007 Vocabulary Enrichment

ENVR1001 Environmental Science I
This course develops an understanding of the ecological principles that provide a background for understanding present issues and concerns regarding the impact of modern industry and civilization on the environment.

ENVR1002 Environmental Science II
This course explores some of the major environmental issues facing Canada today. Each environmental issue begins by defining the problem and analysing the environmental principles involved. Attempts at solutions will be described and evaluated. Course delivery will be diverse and interactive.

ENVR2001 Environmental Impact for Renavators
Learn about the existing situation, with respect to environmental issues, in the construction industry, energy consumption before, during and after construction, the development of an environmental plan to better manage available resources.

ENVR3001 Environmental Science I
This course covers water quality, sources and uses, including movement of contaminants, ground-water systems and wastewater. Waste management includes site selection, sludge management, hazardous waste management, environmental planning and decision making.

ENVR3012 Enviranmetal Science II
This course covers environmental legislations, field methods, environmental microbiology, clean up and management of contaminated sites, environmental project.

EPI2001 Epidemiology
This course studies the distribution and determinants of diseases and injuries in human populations. Frequencies and types of illnesses and injuries in groups of people will be examined for factors that influence their distribution. This knowledge will be used to investigate casual factors and lay the beginnings for methods of prevention and control.

EPID3001 Introduction to Epidemiology
This course includes measures of disease occurence, measures of association, measures of risk, source of error, data information sources, disease causation, and a review of study designs.

ESL7002 Advanced Listening for Internationol Students
his course is designed to provide ESL students with knowledge of major language functions and corresponding techniques and vocabulary so that the student will accurately comprehend a wide variety of spoken English, including small talk, social communication, semi-formal and formal exchanges.

ESL7003 Advanced Speaking for Internationol Students
This course is designed so that a student with adequate ESL speaking skills can learn and practice appropriate techniques related to major language functions, thus enabling the student to communicate with increasing effectiveness and confidence in non-controlled language environments.

ESL7004 Advanced Reading for Internationol Students
This course is designed for ESL students who can already comprehend brief reading exercises. The content includes dictionary usage, idioms and vocabulary building using prescribed lists and words from readings, and short articles to read in order to improve comprehension and personal vocabulary. Other readings will be studied and discussed for meaning and ideas.

ESL7005 Advanced Writing for Internationol Students
This course is designed for ESL students who have already mastered the major grammar rules and structure of English. The content includes instruction and practice in building complex sentence structure, writing basic daily journals and simple compositions, and constructive grammar and structure corrections. The emphasis is on developing fluency by choosing appropriate tenses, voice, word order and sentence patterns.

ESL7006 Listening for Academic Purpases
This course prepares students for the demands of academic lecture comprehension and note-taking. It teaches students how to listen to a lecture and take notes; how to use cues and conventions in lectures that indicate organization and emphasis; how to recognize redundancy, and how to predict the message of the lecture.

ESL7007 Speaking for Academic Purpases
This course prepares students for the varied language uses they will encounter daily in their academic careers. They learn strategies for speaking in academic settings so that they can interact appropriately. Students have the opportunity to practice academic English in a variety of activities, such as individual presentations and participation in group discussions and seminars or debates.

ESL7008 Reading for Academic Purposes
This course prepares students to read and understand material at the college level. The course includes instruction and practice vocabulary building, explicit and implicit comprehension, and critical analysis. Time is also provided for improving reading speed and increasing grade level. A large component of the content comprises information on Canadian background and culture with excerpts from magazines, newspapers, business texts and technical courses.

ESL7009 Writing for Academic Purposes
This course prepares students to write at the college level. Time is allotted for development of computer skills using WordPerfect software and other programs designed to improve English structure. The course contains a comprehensive review of grammar, spelling and punctuation. Also included are library research skills and organizational patterns needed to develop social/business correspondence, essays and reports.

ESL7010 Advanced Listening
Provides ESL students with knowledge of major language functions and corresponding techniques and vocabulary so that the student will accurately comprehend a wide variety of spoken English, including small talk, social communication, semi-formal and formal exchanges.

ESL7011 Advanced Speaking
This course is designed so that a student with adequate ESL speaking skills can learn and practice appropriate techniques related to major language functions, thus enabling the student to communicate with increasing effectiveness and confidence in non-controlled language environments.

ESL7012 Advnced Reading
For ESL students who can already comprehend brief reading exercises. The content includes dictionary usage, idioms and vocabulary building using prescribed lists and words from readings, and short articles to read in order to improve comprehension and personal vocabulary. Other readings will be studied and discussed for meaning and ideas.

ESL7013 Advanced Writing
For ESL students who have already mastered the major grammar rules and structure of English. The content includes instruction and practice in building complex sentence structure, writing basic daily journals and simple compositions, and constructive grammar and structure corrections. The emphasis is on developing fluency by choosing appropriate tenses, voice, word order and sentence patterns.

ESL7026 Listening for Academic Purposes
This course prepares students for the demands of academic lecture comprehension and note-taking. It teaches students how to listen to a lecture and take notes; how to use cues and conventions in lectures that indicate organization and emphasis; how to recognize redundancy, and how to predict the message of the lecture.

ESL7027 Speaking for Academic Purposes
This course prepares students for the varied language uses they will encounter daily in their academic careers. They learn strategies for speaking in academic settings so that they can interact appropriately. Students have the opportunity to practice academic English in a variety of activities, such as individual presentations and participation in group discussions and seminars or debates.

ESL7028 Reading for Academic Purposes
This course prepares students to read and understand material at the college level. The course includes instruction and practice vocabulary building, explicit and implicit comprehension, and critical analysis. Time is also provided for improving reading speed and increasing grade level. A large component of the content comprises information on Canadian background and culture with excerpts from magazines, newspapers, business texts and technical courses.

EST1001 Introductory Estimating
The course will teach basic estimating skills needed to establish material and labour costs. Various techniques, from unit costing to itemized material take-offs to "guestimating" will be covered.

EST2002 Renovation Project Estimating
The course will build on techniques acquired in semester two. The costing principles outlined in semester two will be applied to commercial and industrial renovations. Computer applications will also be used in these areas.

EST3001 Electrical Estimating
This course covers analysis of electrical drawings including electrical heating, take off procedures, pricing labour costs, adjustments for working conditions and non-productive costs; incidental and direct job costs; analysis of specifications.

EST3002 Graphic Arts Estimating
This course introduces the student to estimating functions to determine costs and prices for all operations associated with paper, printing inks, lithographic plates, presswork, bindery operations, typesetting and photographic processes. The course also includes a review of the total estimating picture and a short introduction to web estimating and computer assisted estimating.

EST5001 Estimating, Calculations and Layout I (Basic)
Fundamental laws and methodology of basic construction layout and geometry, calculations of whole and decimal numbers, fractions, decimal conversions, decimal feet, metric system, calculator use, roots and exponents, Pythagorean Theorem, perimeter, area and volume, and percentages.

EST5002 Intermediate ECL II
The application of basic geometry methods with respect to roof developments, estimating quantities of materials from plans in order to develop the ability to itemize materials, unit costs and total costs for a simple job.

EST5003 Advnced ECL III
A further development of technical descriptive geometry to solve related problems in the construction industry.

FASH1001 Computer Groding and Marker Making
Learn the fundamentals of operating the AccuMark System: how to prepare rules tables and pattern pieces for digitizing; digitize and plot pieces; make markers and plot them.

FASH1002 AccuMark 300 (PDS)
Learn system skills and gain the knowledge for pattern-making using PDS.

FASH1005 Garment Analysis
Learn about the intricacies, methods and equipment required to manufacture a variety of apparel products and other related items, determine all of the component parts and the production methods used in the manufacturing process.

FASH1006 Fashion Merchandising I
The various elements of fashion merchandising, the fundamentals of fashion and basic principles that govern fashion movement and change, major fashion markets, the planning and principles necessary to have the right fashions at the right price and the importance of budgeting and control of fashion inventories.

FASH1007 Fashion Promotion
The promotion of fashion on all levels, from the raw material producer and apparel manufacturer to the fashion retailer, advertising including evaluation, image building, budgeting, media planning and creative elements, basic skills of personal selling.

FASH1008 Fashian Merchandising II
The planning, designing and merchandising of a fashion store to reflect its marketing personality, location, design principles, colour theory, signing, layouts, fixtures, allocation of space and visual merchandising. Create and design an original fashion store using the principles learned.

FASH1009 Apparel Technology I
This course is designed to enable students to develop manufacturer awareness in the construction of block modules, samples and a study of special techniques employing them to their pre-cut skirt (lines) and pre-cut muslin skirt.

FASH1011 Apparel Technology II
This course continues the development of industrial sewing skills, with the construction of the pre-cut pant. Students will select the appropriate fabrics, interfacings, linings etc., when constructing their own original skirt and blouse. In groups of three or more or on their own, students will coordinate their garments to form mini lines.

FASH1012 Fashion Retail Management
The operation of a fashion store on campus. Gain practical experience in the daily operations of a fashion business. The students will organize their own business and take specific management responsibilities for various departments within the business, including buying, accounting, advertising, visual merchandising and operations.

FASH1014 Colour Analysis
By means of visual experiments using coloured paper, short lectures and discussions, students will learn the language of colour. They will study basic colour theories; discover how colours interact, the psychology and symbolism of colour, colour harmonies; and look at alternative approaches to the study of colour.

FASH1018 Enomelling I
This course deals with behaviour of materials as applied to enamelling, including: theory of enamelling; techniques and practical application; basic projects designed by students; application of colour, firing, and safety procedures. Toxicity of materials and proper handling are also covered.

FASH1030 Fobric Science
This course introduces the student to textiles, outlining the structure of the textile industry and its relationship to fashion and apparel products. It details the components of textiles, including fibres, yarns, fabric construction, colour application methods and fabric finishes applied to enhance appearance and function of fabric. The student will prepare and use a comprehensive swatch kit to demonstrate the different textiles.

FASH1031 Fobrics Analysis and Laboratory
This course continues the development of skills from the first semester of textiles, detailing the aspects of colour and fabric finishes and their methods of application to create fabrics that are attractive and functional for end use. Emphasis will be put on care and renovation of textiles and textile quality assessment.

FASH1032 Pottern Drafting IV – Jockets/Suits
This course on pattern drafting for tailored suits introduces the three-level design of tailored-interfaced-lined garments through jacket design. Advanced sleeves and shawl collars are also covered. Prerequisite: PAT201. Corequisite: PAT262.

FASH1033 Foshion Illustration and Design I
This course is designed to equip the student with no previous drawing skill or experience with the skills necessary to illustrate ideas for garments. The student will learn technical drawing of various pants and skirts and the details of these, including gathers, pleats and pockets. Proportions of the "fashion figure" are outlined along with construction of such details as the face. Principles of depicting "draping" of a garment on such a figure are explained.

FASH1034 Foshion Illustration Design II
This course is a continuation of FASH1033.

FASH1034 Foshian Illustrotian and Design II
This course builds on skills learned in FASH1033, including the depiction of various fabric textures as tweed, knit, transparency and shiny surfaces such as sequins. The student will experiment with display layout in various forms, including newspaper advertising design and label design. Felt markers and watercolour wash are used as an illustration medium.

FASH1037 Design and Cutting Room Technalogy
Examine basic patternmaking techniques, identify the various pattern forms and shapes found in the production area, examine different computer applications to design and patternmaking by looking at the Gerber Creative Designer and the Gerber AccuMark 300 Systems.

FASH1037 Pattern Technalogy
Examine basic patternmaking techniques, identify the various pattern forms and shapes found in the production area, examine different computer applications to design and patternmaking by looking at the Gerber Creative Designer and Gerber AccuMark 300 Systems.

FASH1038 Pattern Drafting and Design
The principles of converting details from an illustration into an actual pattern suitable for use in construction of a similar garment, understand and begin to practise style and garment analysis in preparation for garment construction, acquire elementary skills in pants pattern construction.

FASH1038 Pattern Drafting
The basic principles underlying pant development, drawing and analysis of pant styles and development of the flat pattern drafting techniques used in drafting pant patterns using a base size (10) block, will be covered in this course.

FASH1039 Apparel Pattern Drafting I
Learn the most basic elements of relating a two-dimensional pattern plan to a three-dimensional form through the exposition of flat pattern drafting skirt lessons, the role of comparative measurement and the relationship of 2D to 3D geometric shapes, basic shape formation through darts, tucks, gathers and seaming, the language of symbols used to communicate cutting instructions internationally.

FASH1042 Grading Blocks
Learn to apply grading rules, theories and principles to basic women's apparel, the basic knowledge of all grade rules that are used to increase and decrease all basic blocks used in first year pattern drafting using the manual grading machine.

FASH1045 Practical Work Experience
The student will make arrangements, or be assigned, to work in an environment applicable to courses taken. This segment of the program will be not less than eight weeks in length.

FASH1046 Sewing Laboratory
This course focuses in the use of the industrial sewing machine in the manufacturing environment. Students will develop the required skills to operate competently a variety of industrial sewing machines followed by a complete range of samples. Students to cut and construct the Skirt block using proper industrial sewing techniques with emphasis on layouts and fittings.

FASH1048 Sewing Laboratory – Advanced
This course continues the development of industrial sewing skills. The student will make use of their knowledge using specialized equipment in the construction of a pre-cut Blouse, Blouse Samples. By adopting apparel details the student will construct an original pant to further their creativity.

FASH1051 Apparel Pattern Drafting II
Learn the basic principles of the previous course through intermediate flat pattern making blouse lessons, the more complex geometrical form of the human torso, the principles of compound 3D shaping demonstrated through dart movement and manipulations, intermediate level collar forms and cylindrical sleeve modelling.

FASH1053 **Computer Design**
See FASH1036.

FASH2002 **Garment Casting I**
The knowledge required to develop, estoblish and understand the costs involved in the manufacture of a sewn product, flow charts, developing and adjusting pay rates, performance reports and excess cost reports.

FASH2003 **Fashian Merchandise Buying**
The current policies and procedures in fashian buying and merchandising, highlighting the skills buyers need to make complex decisions for successful purchasing, knowing what to buy, in what quantities, from whom and at what time, decision-making functions and techniques for more advanced merchandising.

FASH2004 **Apparel Marketing**
Modern marketing functions, procedures and techniques for the fashion industry, the development of an effective marketing strategy based an demographic, economic and competitive factars, consumer behaviour, marketing apportunities and market segmentation, selecting an appropriate marketing mix.

FASH2005 **Apparel Technology IIIa**
This course focuses on the use of the industrial sewing machines in the manufacturing environment. Employing industrial machines, a variety of dress samples, such as gussets and zippers are constructed. Students will select the appropriate materials and trimmings for their corect dress, cut, assemble and finish the garment.

FASH2006 **Apparel Technology IIIb**
The toiloring section is very intense. It includes such samples as the continentol potch pocket, double jet pocket with a flap and notched collar. A pre-cut jacket is constructed, complete with interfacing, linings etc.

FASH2007 Garment Casting (Camputer Oriented)
The preparatian of different types of cast sheets and the costs associated with materials, findings, labaur and a variety of overheads encountered in determining the cost of a product, setting up a budget, budgetary control and cast-volume-profit analysis.

FASH2008 **Apparel Marketing Advanced**
Advanced marketing principles and concepts, developing an effective marketing mix, paying particular attentian to product management, price setting, saurcing, selection af distribution channels and international marketing, case study preparation and decision making using marketing principles.

FASH2009 **Apparel Technology IVa**
Students will convert their original style ideas into dresses and co-ordinates for their "collection". They may incorporate trapunto, quilting, cording, applique, embroidery, pleating, beading, boning, lace etc. into their garments.

FASH2010 **Apparel Technology IVb**
The students will create a tailored jacket or coat, as part of their "collection". They will be tought to purchase suitable fabric for their designs, to test oand select the correct interfacings and use the industrial canstruction techniques.

FASH2027 **Fabric Science**
This course is the third in the fabric science series of courses designed to provide the student with the theoretical and practical knowledge necessary to test and assess textile products as they are transformed into apparel products. The course uses the textile laboratory and the specialized textile testing equipment to demonstrate and practice fabric identification and testing.

FASH2030 **Pattern Drafting IIIa**
This intermediate pattern drafting course loys the foundation for all advanced level pattemmaking by its focus on the shaving principles of day dresses. Raglan and kimono sleeves are included. Prerequisite: PAT151. Co-requisite: PAT202.

FASH2031 **Pattern Drafting IIIb**
This advanced pattern drafting course emphasizes detailed fitting at the female form. Advanced pattern manipulations are demonstrated as well as specialty necklines for evening wear. Prerequisite: PAT151. Co-requisite: PAT201.

FASH2033 **Fitting Technical Carrections**
This course demonstrates the advanced architectural principles of patternmaking to casts by building a form related to, but different fram, the human body. Speciality sleeves and collors are included. Prerequisites: PAT201 and PAT202. Co-requisite: PAT261.

FASH2034 **Pattern Grading**
This course cancentrates on French lining, jacket and coat block patterns using hand grading machines. The student will study pattern preparation and the logical work flow of computer grading.

FASH5001 **Elementory Dressmaking**
This course focuses on the construction of pre-cut (prepared) skirt and pant somples and garments and includes the layout and construction of the black skirt and blouse in muslin. The student will learn how to assemble the entire garment, in each case using a variety of industrial sewing machines and techniques tought in SEW562.

FASH5002 **Advanced Dressmaking**
This course is a continuation of FASH5001. In this course, the student will put together an original design for a skirt, pant and dress as well as a pre-cut dress. In all cases, the student will apply the industrial techniques learned in DRES562 and will be encouraged to select appropriate interfacings, threads, buttans and ather required findings to enhance the creation. Prerequisite: DRES562.

FASH5003 **Fashian Illustratian I**
To develop student's sketching abilities specifically for pattern drafting purposes using a variety of media

FASH5004 **Fashian Illustration II**
This course is a continuation of FASH5003.

FASH5006 **Grading I**
The student will learn to apply grading rules, theary and principles to basic women's apparel. The student will acquire the basic knowledge of all grade rules used to increase and decrease any basic block from size 6 to size 16 using the manual grading machine.

FASH5007 **Apparel Pattern Drafting I**
The student will learn the basic elements of flat pattern making and the praper language, symbols and cutting instructians used in the industry. The student will be able to draft patterns both from original designs and from photographs by applying industrial flat pattern making techniques.

FASH5008 **Apparel Pattern Drafting Ib**
This course is a continuation of FASH5007.

FASH5009 **Drafting II**
This course will provide the student with more technical skills in flat pattern making. The student will continue to develop skills to solve intermediate level pattern making problems. All completed patterns are made in muslin and corrected for proper fit on a commercial size 10 dress form. Prerequisite: PAT343.

FASH5010 **Drafting III**
The student will learn to interpret, draft and correctly fit muslins of more advanced designs for ladies' dayweor apparel. Emphasis is placed on the fit of the garment, fabric suitability and current trends. Prerequisites: PAT343 and PAT545.

FASH5011 **Grading II**
The student will learn to grade stylized garments using the same principles as those in PAT542. The student will have an aworeness of how pattern parts must match after grading.

FASH5016 **Sewing Machine Operatian I**
This course will introduce the student to the industrial sewing equipment used in all the sewing programs in the Creative Fashion Department. The student will apply these new sewing skills to the construction of several practice exercises and o variety af samples, including packets, yakes, collars, sleeves and hem finishes.

FASH5017 **Sewing Machine Operatian II**
In this course, the student will continue to learn how to make somples reloting to the construction of the project. The student will also learn how to assemble o pre-cut blouse and twa stylized blauses using the same industrial machinery as used in SEW562. The course encaurages the student to develop the necessory speed and accuracy required in a professional environment.

FLEX1002 **Machine Printing/Flexa Label Press**
Learn letterpress and flexographic printing processes, embassing, die cutting and numbering, gain an understanding of packings, letterpress inks and camman problems which would be encountered in a shop situation, general maintenance and good housekeeping, running a narraw web flexa label press, with emphasis on tensions, inks and compotibility to stacks and the use af dies.

FLEX2001 **Machine Printing Flexography**
This is a basic course in the fundamental af flexagraphic printing. It covers safety and housekeeping, lubrication, roll feed and web tension, the printing units, services at press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking systems, flexographic inks and their compatible salvents, ink viscosity measurements, rubber plates, Anilax rolls, ink metering systems, position and register, substrates, running problems and corrections.

FLEX3001 **Machine Printing Flexography**
This is an advanced course in flexagraphy printing on various substrates, using photopolymer and rubber plates.

FLEX3003 **Die Cutting/Embossing/Narrow Web Flexa**
Fallawing a review an platen presses as required, the course covers die manufacturing processes, die cutting and creasing, perforation, slot cutting, plate sinking, hot and cold embossing and foil stamping.

FNAR1001 **Faundation Art**
See SIGN546

FNAR2001 **Pictorial Art**
Develop a basic level of skills in the techniques of pictorial painting as practised in the sign industry, o study of line, tonality and texture, o study at non-linear perspective, monachramatic rendering, pasterization, colaur blending, painting from photographs and projections and architectural rendering.

FNAR2002 **Presentatian Art**
Learn about scale sketches and elementory drafting techniques, lettering in perspectives, the representatian of building materials, scaled perspective drawings from a plan and elevation, and descriptive text advertising objectives.

FURN1001 **Uphalstery I**
This course introduces the student to methods of upholstering chairs, completed from existing fromes. Basic methods af springing, stuffing, measuring and cutting of fabrics, and final application of fabrics are tought. The student has the option of buying the finished product.

FURN1006 **Cabinet Making and Wood Machining I**
The student learns drawing, layout and preparation of cutting lists af elementory projects and is introduced to the use at woodworking hand and power tools in making prescribed projects. Fitting, assembly, clean-up and surface preparation of machined projects is also included. The student learns the safe, basic use of woodworking machines such as the radiol arm saw, jointer, thickness planer, variety saw, mortising machine, band saw, wood lathe and shaper.

FURN1007 Woodworking Theory and Materials I
This course teaches woodwark theary. The student will learn the basics of lumber, seasoning, defects, hardwoods, grading, veneers, plywood, fasteners, abrasives, adhesives, saw blades and grind stones.

FURN1008 **Uphalstery Theary and Materials I**
A study of materials, modern and historical, used in the making of uphalstered furniture. Care and use of upholstering tools and equipment. Safety in the workshop. Knawledge of toxic materials used in the upholstery trade.

FURN1014 **Finishing II**
This course provides an introduction to spray equipment and instruction in motion study and spray application. An introduction to burn-in and touch-up materials, the use af glaze for antiques and rubbings schedules are also tought.

FURN1015 **Uphalstery II**
This course advances the student to the making of more difficult chair styles. It introduces the "webbing and coil" method of springing, the fitting and sewing af upholstery fabrics and the making of loose cushians. The production of a large wing chair is the final project of the course.

FURN1016 **Technical Drawing II**
This course builds on the material introduced in FURN106. Isometric and blueprint drawing are introduced.

FURN1017 **Finishing Theory and Materials II**
This course gives further uses of spray equipment and covers applicotian, antiquing and rubbing.

FURN2001 **Technical Drawing III (Camputer Assisted)**
This is an introductary course in the use of Auto Cad design software. The student will learn how to make two dimensianal drawings on the computer and how to dimension those drawings and plot them onto paper. There will also be a demonstratian of camputer controlled machinery.

FURN2003 **Wood Finishing and Restoration I**
This course covers burn-in and touch-up. It also includes finishing without the use of spray equipment to freshen-up existing frames/chairs.

FURN2006 **Uphalstering Theary and Materials III**
Discussions of re-halstering techniques and restaration of antique furniture. Materials and methods.

FURN2007 **Furniture Design**
This course will apply design principles to the design of furniture. The student will design assigned objects as well as chosen objects. Topics covered include problem solving, steps in designing furniture, farm, proportian, ergonamics and strength of materials.

FURN2008 **Furniture Design**
Students will continue to design their awn furniture. The design at jigs (shop built devices) will be examined. The course will also focus on the preparation by each student of a portfolio of their work for use with clients or employers. Other topics covered will include architectural blueprint reading, estimating, and practical considerations reloting to self employment.

FURN2012 **Uphalstery III**
This course teaches advanced techniques including spring-edge construction, semi-otached cushian backs and deep buttoning. Estimating for fabrics in recaver wark is emphasized and speed of production is encauraged.

FURN2013 **Technical Drawing IV**
The student will continue to develop the sketching and drawing skills learning in Technical Drawing III. In addition, presentation methods will be covered to assist in compiling the student's portfalia.

FURN2014 **Wood Finishing and Restoratian II**
The student will learn further techniques of decorative finishing, including leafing and antiquing. The student will make up colaur samples for further reference.

FURN2015 **Cabinet Making and Wood Machining III**
The student will make original furniture, exploring techniques which are of special interest. The design and canstruction of a chair is compulsory.

FURN5001 **Uphalstery Theory I**
This course includes safety in the workshop, safe use af hozardous materials, discussians on uphalstering tools and power equipment and materials used in uphalstering.

FURN5002 **Finishing Theory**
This course teaches the selection of different types of stains, including oil, alcohal and water and their applicotians. It also covers the advantages and disadvantages of various coating materials, including lacquers, shellacs, varnishes and oils.

FURN5003 **Technical Drawing I**
This course will provide the furniture student with basic drawing skills and the ability to read blueprints. In addition to class assignments in lettering, line weights, layout and dimensioning, the student will make technicol drawings at all woodworking projects.

FURN5004 **History of Furniture**
Details taken from furniture made over the millenium are still used in furniture made today. This course examines, through slide presentation, the various periods in the history af furniture design. You will learn about the change from hand made to machine made furniture and about the developments in the twentieth century.

FURN5006 **Finishing**
This course includes the use of liquid and paste paint remover, and provides an introduction to the use of spray equipment. The student will make up and finish a sample board.

FURN5007 **Uphalstery Theary II**
This course provides studies of uphalstery, fabrics and furniture styles and discussian an custom uphalstering restaration methods.

FURN5008
See FURN156

FURN5009 **Furniture Design**
Details taken from furniture made aver the millenium are still used in furniture made today. This course examines, through slide presentatian, the various periads in the history af furniture design. You will learn about the change from hand made to machine made furniture and about the developments in the twentieth century.

FURN5010 **Finishing Theory II**
This course cavers applications of various types of paint removers, including both paste and liquid preparations. It also covers preparotian of the object prior to finishing.

FURN5011 **Woodwarking Theary**
See FURN102

FURN5012 **Woodworking Shop**
The student will learn the skills required in custom furniture and cabinetmaking and finishing in a workshop setting. The student will make shop drawings, build projects and complete exercises to learn the safe and proper use af stationary machinery (table saws, jointer, bandsaws) as well as hand tools and hand power tools.

FURN5013 **Woodworking Shop**
The student will learn drawing, layout, preparing cutting lists and making patterns of projects that are more complex. Fitting, assembly, clean-up and surface preparatian of mare complex projects will be included as will fitting of hardware and use af the router.

FURN5014 **Production Management**
The student will be introduced to production management, covering production planning and control, procurement, inventory control and quality control. Supervision, plant layaut and how to start a business will also be examined in detail.

FURN5015 **Uphalstering, Springing, Cutting, and Sewing I**
This course teaches the production and restoration of all types of uphalstered furniture. It includes cutting and fitting of fabrics, machine sewing, re-building and re-springing and application af fabric covering.

FURN5016 **Wood Finishing and Repair**
This course provides an introduction to finishing materials, health and safety precautions, solvents and flammable materials. Surface preparation and simple finishing schedules are tought, along with mix and applications at various stains. The course also provides an introduction to spray equipment.

FURN5017 **Uphalstering, Springing, Cutting and Sewing II**
This course teaches advanced techniques in uphalstering and re-uphalstering. It includes coil-springing, springedges, diamond tufting and semi-ottached cushions.

FURN5018 **Wood Finishing and Repair II**
See FURN562

GERT1002 **Ambulatian and Exercise**
Through demonstration and practise, gain the skills necessary to promote and maintain fitness among both the well and the frail elderly. Specific topics include fitness, exercises for grass motor/fine motar, perceptual and locomatar skills, adaptations for specific disabilities, the safe use of wheelchairs, and the use of ambulatian aids such as wheelchairs, walkers and canes.

GERT1004 **Activity Planning**
Learn how to meet the psycho-social needs of the elderly through activity programs by planning the total activity program, implementing the program and evaluatian at the program.

GERT1006 **Use of Crafts and Hobbies**
Learn to observe, practice and analyse a variety af craft and hobby skills, and techniques and devices used to adopt these skills for the aged and people with disabilities.

GERT1009 **Group Processes I**
This course provides learning at a theoretical and experiential level which will result in improving the students' understanding of themselves through the group process and thus further the ability to wark effectively in a variety of groups.

GERT1010 **Special Needs**
The skills needed to communicate effectively with elderly people wha have hearing, speech, visual and/or cognitive impairments, an introduction to Alzheimer's Disease, back care and adaptive devices for activities af daily living are studied.

GERT1012 **Assessment Skills**
Learn the skills needed to assess an individual's physical, social, emotional, intellectual and spiritual needs and interests, techniques for performing a helping interview with the elderly client, forms used for the purpose or recording assessment finding and charting techniques in current use in the field.

GERT1014 **Psychogeriatrics**
Learn about behavioural disturbances with emphasis an those most commonly found in the elderly population. Topics include chronic mental health problems, such as dementias, neuroses, as well as affective behavioaurial disorders and addictians.

GERT1015 Therapeutic Programming
Learn about programs designed to meet the psychosocial and physical needs of the moderate to severe cognitively impaired elderly client, theoretical and practical techniques used to develop specialized programs for those with Alzheimer type syndrome, evaluative methods that determine the effectiveness of these programs.

GERT1018/1020 Field Practice I and II
Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities. Students will be required to gain experience in both institutional and community agencies. Field Practice I is a prerequisite for Field Practice II. Must be taken concurrently with Semester 1 & 2 courses.

GERT1025/1027 Field Work Seminar I and II
Students meet weekly with faculty advisors to discuss common concerns and explore issues raised in Field Placements. The seminar provides an opportunity to integrate academic and practical learning experience in a small group. To be token concurrently with Field Practice I and II.

GERT1030 Gerantology
This course is a psychological and social study of aging. Emphasis is on understanding the special needs of the elderly within the dental health field.

GERT1031 Introduction to Biology of Aging
This course will focus on the anatomy of adult body systems, age-related changes in anatomical structure and function, and age-related disorders common to the older adult.

GERT1033 Introduction to Gerontology
This course provides students with a general overview of the field of gerontology. Psychological and social issues which impact upon aged individuals are examined. Theoretical and practical approaches are utilized to provide a broader understanding of what it means to be an older adult in Canadian Society.

GERT2004 Organization and Management Skills I
The principles of organization and management to prepare the student for effectively supervising an Activity Department.

GERT2005 Organization and Managements Skills II
The professional management of the Activity Department and prepares the student for the entry into the workforce.

GERT2006 Cammunity Resources
This course examines the community resources utilized to meet the needs of the elderly. The student will identify, classify and analyze existing social services. Guest lecturers and group presentations are incorporated into the course.

GERT2008 Program Development and Evaluation
A variety of models serving as a framework for group work with the elderly, the theoretical and practical techniques used to develop specialized programs, methods used to evaluate the effectiveness of these programs.

GERT2009/2011 Field Practice III and IV
To be taken concurrently with Field Work Seminar III and IV. Prerequisite: Field Practice I and II.

GERT2016/2018 Field Wark Seminar III and IV
To be token concurrently with Field Practice III and IV. Prerequisite: Field Work Seminar I and II.

GERT2023 Social Policy and Governance
Students will become familiar with the legislation governing services for seniors. This legislation will be examined in relation to basic standards and guidelines. Other non-governmental standards and guidelines will be examined in relation to their impact on services to seniors.

GNED1003 General Education Faundation

HEAR1005 Counselling
This course offers and overview of the social and psychological effects of hearing loss and provides the students with specific practical counselling strategies for assisting clients. Prerequisite: HS106, HS108.

HEAR1006 Practicum Cansalidation
This course provides the student with practicum experience in hearing instrument technology, fitting hearing aids, etc.

HIST1001 Histalogy
This course will provide the Chiropody student with a knowledge of the primary normal anatomy and physiology of a typical human cell, of the primary tissues, and of the skin.

HIST1002 General Histalogy for the Dental Hygienist
This course is designed to familiarize the student with cell cytology and basic tissue histology – epithelium, connective and muscle tissue. The nervous tissue will be covered in Advanced Head and Neck Anatomy.

HIST1004 Dental Histalogy and Embryalogy
This course includes the general descriptive embryological principles that govern the formation of the face, neck, oral cavity, including dental structures.

HIST4001 Advanced Dental Histalogy/Embryalogy
This course will build on previously acquired knowledge of the dental tissues. Having reviewed the fundamentals of oral histology, emphasis will be placed on oral embryology and the histology of the hard and soft tissues of the tooth in situ. Recent advances in the field will be emphasized in relation to clinical considerations of restorative and preventive dentistry.

HLTH1001/1002 Fitness I/II
Learn to promote regular exercise, better eating habits and good personal hygiene, and participate in a number of indoor and outdoor sports activities.

HLTH1003 Applied Exercise Techniques I
This course covers the basic components of fitness, safety guidelines and correct techniques of exercise, training techniques for flexibility, aerobic and anaerobic modes of exercise.

HLTH1004 Applied Exercise Techniques II
This course involves practical demonstrations and teaching of the correct techniques and safety precautions when using free weights and weight training machines. Theoretical data that pertains to strength and endurance training is also covered.

HLTH1005 Introduction to Fitness Testing I
The course covers human performance tests related to fitness. Practical and theoretical skills are developed in the areas of anthropometry, strength, endurance, flexibility and blood pressure. STFA certification is offered in this semester.

HLTH1006 Introduction to Fitness Testing II
The course covers human performance tests related to the Cardio-Vascular fitness component. Practical and theoretical skills are developed in the areas of Heart Rate Reserve, Operations of the Electrocardiogram Astrand 6 Minute Bike Test, the Three Stage Bike Test.

HLTH1007 Exercise Class Leadership
earn the principles and precautions necessary in the design and leading of an effective, sound and enjoyable activity class.

HLTH1007 Exercise Class Leadership I
The course content will include the group class market; elements of a good class; performance criteria; content and exercise selection; introduction to music; planning and organization.

HLTH1008 Fitness Testing Clinic
This course integrates and applies practical and theoretical skills to prior comprehensive physical fitness tests. Pretest screening, problem solving and counselling are integrated in this clinical setting. Data gathered from the assessment is calculated and categorized for the post test counselling session of the assessment.

HLTH1009 Exercise Class Leadership II
Builds on the skills achieved in Exercise Class Leadership by introducing more complex topics such as use of music, intensity change and progressions. The student presents a 20 minute full component fitness class to successfully complete this course.

HLTH1010 Introduction to Health Pramation
This 34 hour course introduces the student to the wellness and health promotion concepts. Wellness modules, health risk behaviours and lifestyle change are all discussed. Effective counselling techniques to facilitate lifestyle change are studied through a hands on application of the concepts in role playing.

HLTH1011 Health Pramation/Life Skills
This course introduces the students to life skills concepts that will enhance their personal and career successes and enable them to derive greater benefits from their college experience.

HLTH2003 Fitness Management Projects III
This course involves the selection, planning, operation and evaluation of an "Initiative Project" within the placement agency. The model of management by objectives is followed through the major job duties, initiative project, and the weekly log completions. Prerequisite: Successful completion of Semester I, II and III.

HLTH2004 E.C.G. Manitoring Techniques
This course will involve theoretical information and practical experience to enable the student when given various tracings to recognize if the E.C.G. pattern is irregular.

HLTH2005 Program Administration Clinic I
The course is a practical internship experience which simulates a wide variety of services offered by employees fitness/wellness programs. It offers guided opportunities to utilize skills and theory from other courses. Students are scheduled to serve as a centre supervisor and an assessor/employee for part of the course. Special events and services are provided to the college and external communities through small group committee work. A weekly lecture and periodic workshops provide a theory base to this management oriented course. Prerequisite: Successful completion of Semester I and II.

HLTH2006 Guidelines to Exercise Programming
This 68-hour third semester course combines the knowledge gained in the sciences of exercise physiology, functional anatomy and fitness assessment with interpersonal and counselling skills in the design of a safe and enjoyable exercise prescription. Learn specific systems of programming which emphasize cardiorespiratory and muscular conditioning, flexibility and weight loss.

HLTH2007 Fitness Seminars
This course combines a series of professional development seminars, field trips, guest speakers and personal consultations.

HLTH2008 Programming For Special Cases
This course applies previously learned training principles to the development of exercise prescriptions for special populations. Specific considerations for the design of programs during pregnancy, for older adults, cardiac patients, athletes and youth will be reviewed.

HLTH2010 Exercise Class Leadership III
This 68-hour course refines all areas of study and skill achieved in FIT115 and FIT125. Students are prepared for leading a 45 minute, full component class (by studying combinations, transitions, & step) and are able to present themselves for the Ontario Fitness Leader certification within the course.

HLTH2011 Program Administration Clinic II
This course is a continuation of FIT207. Special events are organized and students work in committees to provide services to the centres' members.

HLTH2012 Advanced Fitness Assessment
This 68-hour, third semester course will refine and expand the skills learned in FIT111 and FIT113. Emphasis is placed on learning new indirect submaximal and maximal aerobic assessment protocols which are suitable for a variety of populations. Judgement, counselling, and communication skills are required in the administration of such assessments. Different techniques for the measurement of body composition will be discussed and students must demonstrate competence in each of the methods.

HLTH2012 Advanced Fitness Assessment II
This fourth semester course continues to meet the practical requirements for the CFA. Students measure oxygen consumption directly and indirectly using various submaximal and maximal treadmill protocols. Posture flexibility, maximum and endurance strength and aerobics power are measured using protocols that are specific to the demands of a particular sport or activity.

HLTH2013 Exercise Class Leadership IV
This 30 hour course is offered to those students who have competed FIT115, FIT125 and FIT215. It introduces the student to specialty areas of class leadership such as cardio funk, body sculpting, step circuit, theme classes and high/low choreography. Other specialty areas that deal with target populations such as pregnancy, children and seniors are addressed. Upon successful completion of the course, the student will be able to lead a 30-minute specialty class.

HLTH2016 Clinical Training in Fitness Field
The students are involved in demonstrating competencies in fitness programming, fitness testing and club administration and nutritional guidance and leading exercise classes in the work setting. Close communications and visitations are employed by staff to maintain ongoing feedback/evaluation between the agency, the student and the staff. Prerequisite: Successful completion of Semester I, II and III.

HOSF1002 Baking Advanced
Produce a variety of baked products using hand tools and equipment and following standard recipes. Prerequisite: HOSF1041.

HOSF1002 Bake Theory Advanced
The techniques used in baking, focusing on the finished product and on breads, pastries, cakes and desserts. Prerequisite: BKT101.

HOSF1007 Bake Theory Basic
Gain the theoretical background necessary for the practical baking courses. The student learns about baking ingredients, what they are, and how and why they function as they do in the baking process.

HOSF1013 Large Quantity Food Basic
This course trains the student to prepare large quantities, a requirement of the industry. Not only do students practice their culinary techniques, but they also develop the professional approaches required in the workplace. The Large Quantity Food course is a required component of the Cook's Apprenticeship Programme. Prerequisites: HOSF1023.

HOSF1014 Large Quantity Food Advanced
This course prepares the student to work with the realities of a commercial kitchen. Through their daily preparation of a five-course meal, students experience the demands of the workplace, work as a member of a team and learn to achieve the standards of quality required by the consuming public. Prerequisites: HOSF1031 and HOSF1024.

HOSF1023 Culinary Techniques Basic
This course prepares the student for the realities of the industry. The student is introduced to many basic preparations, practices basic culinary techniques; and develops working habits required in the workplace. The Small Quantity Food course is a required component of the Cook's Apprenticeship Programme.

HOSF 1024 Culinary Techniques Advanced
In this course, the student adds to the repertoire of culinary skills. The student will practice these skills within the supervised setting of the demonstration lab.

HOSF1029 Food Theory Basic
This course provides the theoretical background necessary for the practical cooking courses which follow. Students learn about the basic ingredients used in cooking; what they are, and how and why they function as they do in the cooking process. This course is a required component of the Basic Cook's Apprenticeship Program.

HOSF1031 Food Theary Advanced
This course is a continuation of the Basic Food Theory course. The student continues to learn the interrelation of ingredients and method of preparation. Topics covered is this course are on the examination for the Certificate of Qualification for the trade of Cook, and this course is a required component of the Advanced Cook's Apprenticeship Program.

HOSF1034 Sanitatian, Safety and Equipment
This course is an introduction to basic sanitation/safety principles and practices in foodservice operations. The course is based on the National Sanitation Training Program.

HOSF1037 Food and Beverage Service I
Food and beverage service is fundamental to any hospitality operation and a significant revenue source. In this course, the student will learn and demonstrate basic service skills, and the self-discipline and attention to personal appearance that is critical to success in this industry.

HOSF1038 Food and Beverage Service II
This course is a continuation of HOSF1037. The student learns and demonstrates dining room skills. The professional standards required in the industry are fine tuned. The student will also learn how to do tableside work. Prerequisite: HOSF1037

HOSF1041 Baking Basic
Learn the basic baking skills required to function as a cook,-reading and following a recipe, and producing a finished baked product.

HOSF2001 Baking IV
Learn how to produce baked products, mainly cakes and deserts, which are recognized internationally. Prerequisites: HOSF1041, HOSF1002, HOSF2007.

HOSF2002 Wark Experience/Externship

HOSF2004 Food Preparatian Garde Manger
In this course, the student learns how to work in one of the busiest areas of the kitchen – the cold preparation area. The student will learn to prepare, store and serve various cold food items such as salads, hors d'oeuvres and canapes.

HOSF2006 Advanced Food and Beverage Services
Those involved in managing food and beverage operations must understand the basics of service in order to hire, train and supervise service staff, and to perform service as a manager "on the floor." In this course the student will learn to take full responsibility for the positions of service captain, bartender and host of the dining room. The student will approach food and beverage service from a manager's perspective. Prerequisites: HOSF1037, HOSF1038

HOSF2007 Baking III
Continue to apply skills in the preparation of baked products and professional standards in the production of pastries and related items. Prerequisites: HOSF1041, HOSF1002.

HOSF2012 Canventian and Banquet Service
This course provides the student with insight into the operation of the Convention, Catering and Banquet department of a hotel or foodservice organization. Students will learn how managers of these departments plan for specific functions.

HOSF4001 Italian Baking and Dessert Craft
Traditional Italian desserts, bread and roll craft, cake making and decorating.

HOSF4003 Menu Planning II
This course will provide the student with an increased understanding of how to apply the principles of menu planning in the health care sector and how to recognize the various factors influencing menu acceptability.

HOSF4004 Italian Wines
A specialized wine appreciation course is offered throughout the program featuring Italian wines. The wines are taught in conjunction with the study of regional foods with emphasis on the utilization of wine in the Italian kitchen.

HOSF4005 Applied Food Chemistry
This course will provide students with a knowledge and understanding of the structure and composition of foods and the scientific principles involved in food preparation.

HOSF4006 Classical and Contemparary Italian Food Preparatian Techniques
Throughout the program classical and contemporary Italian food styles and techniques are presented. These include developing an inventory of preparation, presentation and service techniques of savory antipasti, breads, eggs, vegetable dishes and salads.

HOSF4007 Italian Small Quantity Food Demanstratian and Labs
Students are introduced to the preparation of Italian cuisine through daily demonstrations and labs. Included are the traditional recipes and preparational styles of soups, pasta, rice, polenta, gnocchi, sauces and marinades used in Italian cuisine. Classes on specialized butchering, fish, shellfish and molluscs are also featured.

HOSF4008 Italian Culinary Theory
Following an introduction to the Italian "Batteria de Cucina" (cooking terminology), the origins and regional features of Italian cuisine are presented.

HOSF4009 Italian Menu Development
This course exposes the student to the variety and format of Italian menu design and engineering. A study of Italian food products and standards will precede a description of unique purchasing methods. Menu planning, costings and marketing will be included as part of the introductory part of the program. During the latter portion of the program, students will be expected to demonstrate techniques and menu knowledge in a featured dining experience.

HOSF4011 Italian à la Carte Kitchen and Dining Room Service
During the final block of the semester, students demonstrate their newly acquired knowledge of Italian cuisine by developing special menus featuring Italian cuisine and wines for the College dining room.

HOSF5004 Baking Advanced
See HOSF1002

HOSF5010 Bakery Farmulation
A discussion of bakery farmula calculation of the baker's percent and preparation of formulae for different batch sizes.

HOSF5011 Ingredients
The ingredients used in commercial baking such as shortenings, leavening agents, milk, eggs, flours, sugar and other ingredients.

HOSF5012 Fermentation
The theary of fermented baked products including the ingredients responsible for fermentation, effects of fermentation on the final product and the control of daugh temperature during fermentation.

HOSF5012 Menu Planning
Traditional and modern Chinese menus are discussed and prepared with regard to patterns, combination of items, presentation and introduction to costing.

HOSF5013 Straight Daugh
The theary of fermented breads such as Italian, French, white pan, egg type, whole wheat and Vienna bread.

HOSF5014 Variety Fermented Goods
The theary and practical production of Danish dough, sweet dough, yeast raised donuts and other variety goods.

HOSF5015 Pies, Sweet Paste and Puff Paste Goods
Gain the ability to understand the ingredients and techniques to produce high quality pies, sweets, paste and puff paste goods.

HOSF5016 Cookies
Gain a theoretical and practical understanding af the various formulae and methods af preparation of cookies for the industry, including ice box, florentines, macaroons, almond drop cookies, lady fingers, coconut squares and other products, and basic elements of decorating.

HOSF5017 Cakes and Creams
Gain a theoretical and practical understanding of the formulo methods of preparation of specialty cakes including sponge, batter type, festive and birthday cakes, European specialty cakes such as socher, linzer, Italian, Germon creams such as black forest cake, mousse cakes, chiffon and cheesecakes.

HOSF5018 Muffins and Tea Biscuits
Learn the theary and preparation of quick breads, including a variety of muffins and tea biscuits.

HOSF5019 Farmulotion
More complex formuloe, including calculation of these formuloe in differing batch sizes.

HOSF5020 Flaur and Sugar
Learn the history, source, production methods and use of various types of flour and sugar as used in the baking industry.

HOSF5021 Cakes
Learn the theary and proctical production of cake preparation for batter type, foam type, chiffon cakes and others.

HOSF5022 Breads and Rolls
Learn to produce high quality bread and rolls using the correct bakery equipment for mechanical manufacturing processes of fermented products.

HOSF5023 Pastry and Choux Paste
The theoretical and proctical methods of producing a further variety of pastries and paste items.

HOSF5024 Puddings and Desserts
Learn the production of Bavarians, mousses and other desserts.

HOSF5025 Decorating, Specialty Work
The fundamentals of decorating and how to apply these fundamentals to the decorating of selected items.

HOSF5028 Bake Theary Basic
See HOSF1007

HOSF5029 Bake Theary Advanced
See HOSF1002

HOSF5043 Sichuan (Szechuan) Preparation
Students are taught to reproduce the unique sesame taste of traditional Sichuan dishes. In addition, students will learn Sichuan Dim Sum dishes.

HOSF5047 Large Quantity à la Carte
See HOSF1014

HOSF5048 Cantonese Preparatian
Students learn the basics of vegetable cutting through to the more complex skill of decorative vegetable cutting. They also study types of woks, wak handling, cooking temperature control marinating of meat, poultry and seafood, the use of storches, oil, spices, the most popular sauces, and the importance of supporting ingredients. Twenty different dishes are taught.

HOSF5049 Cantonese Preparatian
Building on skills previously acquired, the student uses different methods of cooking 20 dishes that include vegetables, especially bean cakes, fish, and shellfish, as main ingredients.

HOSF5050 Dim Sum Preparation
In the course, approximately 15 different varieties of Dim Sum, from Hor gow to Char Sui Bow, are taught, using steaming, boiling, and deep fried cooking methods.

HOSF5051 Dim Sum Preparatian
In this course, the more complex and difficult items of Dim Sum such as twisted donut, custard torts, and spicy chicken, are among the 20 dishes which students learn to make.

HOSF5052 Chap Suey and Food Preparatian
In demonstration and through hands-on preparation, students learn most of the popular Chinese restaurant dishes, including egg rolls, pineapple chicken balls, chop suey, diced chicken and almond, etc.

HOSF5053 Chap Suey Preparation
This course is a continuation of HOSF5052.

HOSF5055 Sichuan (Szechuan) Preparation
Students are taught about more complex Sichuan dishes including the Hot and Spicy, Sesame Hot, Peking Duck, Drunken Chicken, and Eight Treasures Rice.

HOSF5063 Barbecue Preparation
In this course, the two types of Barbecue – Chop Suey and Cantonese – are learned by students who produce dishes such as spare ribs, pork, chicken, duck, and whole suckling pig.

HOSF5071 Food Theary
Terminology of Chinese cooking is discussed. Ingredients of traditional and modern Chinese food are described along with their sources, storage requirements, and the reactions which occur when they are combined.

HOSF5092 Stock Control and Receiving
In this course the hospitality student learns about the storage requirements and receiving techniques of a variety of common bakery ingredients.

HOSF6065 Practical Meat Cutting
It is in this course that the student learns the essential skills of the trade; how to break dawn and cut meat in a competent manner; and how to use the trade's many tools and pieces of equipment safely and efficiently.

HOSF6067 Trade Theary
This course provides the theoretical background necessary to the student to cut and merchandise meat for a grocery store meat department. The theary learned in this course is applied in MC533.

HOSF6069 Business Procedure
This course prepares the student to run a meat-cutting business, and includes how to service customers, merchandise the product and control casts.

HOSP2002 Haspitality Camputer Projects
This course provides second year Hospitality Management students with an intermediate knowledge of the operation of computer business applications and hospitality related application programs.

HOST Food, Beverage and Labour Cast Cantral
See HOST1005 Prerequisite: HOST5018

HOST1003 Dimension of Tourism
This course provides the student with an introduction to the tourism industry and its relevance to the Canadian economy. Each industry sector will be explored from an historical and geographical perspective.

HOST1005 Food, Beverage and Labour Cast Control
Because strict control of costs is essential for the survival of a hospitality business, it is imperative that students learn what cost controls are available to a manager. The emphasis in this course is on how to make these controls work.

HOST1007 Housekeeping
This course provides an introduction to the importance and responsibilities of the housekeeping division af a hotel.

HOST1008 Haspitality Camputer Concepts
An introductory course. Word Perfect, Windows and related hospitality applications.

HOST1011 Mixalogy
In this course, the student learns how to set up and run a bar, and how to make basic cocktails. Prerequisite: Sanitation and Safety

HOST1012 RESTAURANT Management
An introductory look at controls in a restaurant operation. The student learns to perform the required calculations.

HOST2001 Front Office Operatians
In this course, the student learns about the final two stages of the guest cycle, the service and operational tasks performed during the occupancy and departure stages. Students are introduced to the managerial function of the front office, that is, the functions of the reservation and front office manager. Prerequisite: FOP201.

HOST2002 Frant Office Procedures
In this course, the student learns about the first two stages of the guest cycle. These are the highest profile functions of the hotel front office, the pre-arrival and arrival stages.

HOST2004 Haspitality Camputer Projects
Utilizes Lotus applications on various hospitality settings.

HOST2006 Supervisian
This course develops the evolution of Management thought, identifies management level, and functions leadership styles and management skills.

HOST2006 Supervisian
Practical applications to contemporary supervisory situations focing first time managers

HOST2011 Financial Management Projects
In this course, students work in groups to create an actual restaurant plan and prave its viability. They must apply the theary they have learned and make it wark in the equivalent of an "in the real world" situatian. The course culminates in a public presentation by each group to peers, instructors and industry personnel. Prerequisites: ACCT2017

HOST2013 Wines
In this course, the student learns the fundamentals of wines from araund the world – how they are produced, stared and served. In addition, the student studies marc and brandy. This course fulfils the requirements of the Wine Council of Ontario certificate.

HOST2015 Beverage and Bar Management
Beverage and Bar Management examines the challenges of managing licenced establishments. It cancentrates an personnel and sales management. and demonstrates acceptable methods of casting and retail pricing of alcahalic beverages. There is also discussian an a variety af marketing techniques, including in-house pramatians and entertainment, ta improve customer caunts and average check.

HOST4002 Operatianal Cantrals
The policies and practices required ta control costs af food, labour and other expenses in food service operations are learned in this caurse.

HOST5002 Bar Accounting
See ACCT5005

HOST5016 Mixalogy
In this course, the student learns basic skills in cocktail preparation and bar operation. Prerequisite: SAN576.

HOST5017 Advanced Mixalogy
In this course, the student develops speed and dexterity in bartending and foodservice in order to achieve professional standards. Prerequisite: MIX5016.

HOST5019 Ingredients and Material Purchasing
The student is required to determine the ingredients, equipment and materials needed to open a commercial bake shop which will sell a variety of baked items. The student will also provide prices of product and ingredient supplies information.

HOST5020 Kitchen Management
In this course, students learn about the special equipment and unique setup of this equipment in a Chinese kitchen. They also learn to read and understand a kitchen layout drawing. They learn about purchasing, receiving, storage, inventory control procedures, staff timetabling, efficient use of human resources, and food and labour cost controls.

HOST5024 Dining Room Organizatian I
In this course, the student learns the fundamentals of dining room operation, the basic elements of service, the roles of front of the house staff and how to market in the dining room.

HOST5025 Basic Dining Room Service
This course prepares the student to properly set up and service a formal dining room. Through supervised performance in an actual dining room, the student will apply the basic elements of service, and demonstrate the self-discipline and attention to personal appearance that are critical to success in this industry.

HOST5026 Dining Room Organizatian II
In this course, the student explores the workings of a dining room from a supervisory perspective. The student learns to respond as a manager to whatever presents itself in the dining room, and includes how to perform tableside preparations.

HOST5027 Dining Room Service II
In this course, the student will improve service skills to the professional standards of a high quality dining room. The student will also learn to perform the leadership role and tableside function of a dining room host, a bartender and a service captain. Prerequisite: SERV577.

HOST5028 Wines
See HOST2013

HOST6003 Kitchen Management

HRM2001 Compensatian and Benefits (Pay Equity)
This course provides an understanding of the process, issues and techniques involved in developing and administering a compensation system. The course will examine pay equity legislation and its impact on job evaluation, job class identification and comparisan, wage adjustments and resulting implications for equitable compensation for all.

HRM2002 Staff Training and Development
This course provides the student with an understanding of the role of training and development in human resource management and its importance as a strategic approach to improved productivity, efficiency and profitability in the organization.

HRM2003 Recruitment and Selectian
This course explores and analyzes the processes of applicant search, screening, interviewing and selection with a view to ensuring a bias-free approach which is inclusive in intent.

HRM2004 Human Resources Infarmotion Systems
This course presents the basic concepts and structure, including the usual subsystems comprising an HRIS; sets out the steps involved in developing an HRIS; and provides a survey of commercial HRIS software currently available. Collection of sensitive personal data and related privacy management will be covered.

HRM2005 Human Resaurces Planning
This course introduces the student to human resources planning, including research techniques and appropriate use of HRIS, and provides an understanding of the essential elements of the planning process and its role in the achievement of organizational goals.

HRM2006 Managing Change: A Ca-Operative Task
This course examines the issues involved in facilitating organizational change and explores both tested and innovative techniques in the context of a worker/employer partnership.

HRM2007 Collective Agreements: Negatiatian and Administration
This course introduces the student to a study of the worker organizing processes; collective bargaining; emerging issues for negotiation such as pay equity, employment equity, sexual and racial harassment, workplace safety and environmental integrity; and administration of collective agreements.

HRM2008 Emplayment Equity
This course examines generally accepted elements of employment equity programs from legislative, economic, human rights, and ethical perspectives. The prevailing theme of this course will be the importance of diversity in the workforce to the overall success of an organization.

HRM2012 Introductory Human Resaurce Management
In this course, the student is introduced to basic human resource management strategies common to the hospitality industry. Because people are the most essential resource of a hospitality operation, successful strategies for hiring, motivating, training and communication are therefore of utmost importance.

HUMN1001 Ethics/Professianal Management
This course explores the concept of professionalism and the responsibilities and accountabilities of the professional in our society. The ethics associated with providing health services to the community form an impartant part af the course.

HUMN1002 Ethics for Health Science
his course is an introduction to ethical thinking and problems related to the health care field, including the allocation of health care funds. Lectures, small group wark, case studies and presentations will be used.

HUMN1003 Warld Religians
The practice of religian is widespread and unique to humans. It shapes and reflects the deepest convictians of people about what is most impartant in life. This course explores the nature of religious experience and introduces the warldviews, practices and beliefs of the major warld religions. A brief background in origin and development af each religian is included. Additionally, the course identifies beliefs, practices and requirements of major religians which may have bearing on the health care setting.

HUMN1005 The Search for Meaning
This course introduces students ta the discipline and spirit of philosaphy. By means of an explaratian of a variety of topics, the student is encouraged to develap their skills in analysis and philasaphical enquiry. The student is expased to a number af the branches of philasaphy, including logic, epistemology, ethics and politics.

HUMN1007 Chirapody in the Community (Problem Solving)
A hands-an approach to problem solving and interpersanal skills required to deal with current social and political issues affecting chiropody in Canada. Small group wark, role plays and speakers will be used.

HUMN1008 Arts and Humanities Project
In this double-credit course, students develop and work independently on a research project in Arts and Humanities under the supervision of a faculty member. The results of the project are presented both orally and in writing at the end of the semester.

HUMN2001 Values, Ethics and Professionalism
Learn to clarify values, understand ethical and moral issues and develop an understanding of professionalism in preparation for entry into the workplace.

HUMN2004 Contemporary Maral Problems
This foundation course in ethics introduces some major ethical perspectives and explores some contemporary moral issues. The student is taught to evaluate the structure of philosophical arguments, to understand their implicit assumptions, and to determine the soundness and validity of such arguments. The essential goal of the course is to help students develop their own thoughtful perspective on current moral issues.

HUMN2007 Values, Ethics and Profassianal Issues
Learners are exposed to moral and professional issues related to working in support services. The class develops skills enabling interaction with deaf-blind persons, significant others, and professionals, in a positive and supportive manner. Attention is given to the need for confidentiality of information, legal rights and responsibilities in our society. The dynamics of the relatianship between interveror and client are examined in detail. The class explores codes of ethics of other professionals and the responsibilities of consumers, agencies, society, and self.

HUMN3001 Values, Ethics & Professianalism
Learn to examine the complex and often conflictual issues present in the field of mental health, study existing codes of behaviour and explore ethical and professional positions as they relate to their chosen field.

HVAC1001 **Refrigeration**
The topics of heat: quantity, type, intensity, temperature scale conversion, refrigerant loods, gas laws and properties, system component analysis and selection, refrigeration and heat pump cycles, piping layout, system capacity control, and accessory selection and application, the types of systems available.

HVAC1002 **Heat Loads**
Basic thermodynamics, properties of material combinations in heat transfer, human comfort, development of heat transfer equations, humidity, psychometrics, building heat storage effect and solar load analysis, building code requirements for H.V.A.C. systems, heating and cooling load determination using A.S.H.R.A.E. procedures and manuals, and equipment selection procedures.

HVAC1003 **Refrigeration Lab**
An introduction to refrigeration and air conditioning, materials, tools and instruments, with typical applications, pursuance of projects relating to testing, measurement and evaluation of a variety of systems, and an analysis of typical problems arising and of remedial action required.

HVAC1004 **System Design**
H.V.A.C. system evolution, static, velocity and total systems pressures, friction, impact, aspiration and turbulence in air flows, fan curves, air duct sizing and layout in residences, and system adjustment and balancing procedures.

HVAC1005 **Fuels I**
This course covers fuel: types, availability, comparative cost, production, distribution, properties and characteristics, combustion principles, venting and piping design and controls and safety devices.

HVAC1006 **Electricity**
Electron theory and current flow, magnetism, voltage drop, resistive and inductive circuits, capacitance, D.C. and A.C. supplies including polyphase circuits, inductive and capacitive reactance, impedance in A.C. circuits, and electric motors and their control.

HVAC1007 **Drafting**
An introduction to architectural drafting practice, dimensioning, line weighting, lettering, symbols, two point perspective, third angle and orthographic projection, and sketching.

HVAC1008 **Electricity**
The development of pictorial and schematic diagrams, basic control circuitry and components found in H.V.A.C. systems, and construction and analysis of ladder schematics incorporating control and safety devices.

HVAC1009 **Drafting**
Isometric projection, sections and auxiliary views, an introduction to mechanical drafting practice and to pipe drafting practice.

HVAC2001 **System Design**
A review of first year design theory, further investigation of gas laws, tables, and equations are covered, as well as commercial load calculation procedures, using A.S.H.R.A.E. material and code standards, and advanced psychometric analyses, including evaporative and mixed air processes.

HVAC2002 **System Cantrals**
Two- and three-wire and proportional control circuitry, computer-aided drafting programs to lay out an advanced control circuit. hands-on lab work involving sections of the circuit studied, together with component explanation.

HVAC2003 **Refrigeration**
Advanced piping applications, including superheat selection, multitemperature systems, lubricating oil-analysis, selection, acids and viscosity, oil flow in systems, heat pump systems, staging and compounding in mechanical refrigeration systems and water treatment.

HVAC2004 **System Design**
The Static Regain and Equal Friction methods of commercial duct design, air distribution patterns, air terminals, fan laws, fan performance value construction and selection, water pump characteristics and selection, and system characteristics and operations.

HVAC2005 **System Controls**
An introduction to pneumatic systems with detailed explanation of construction and function devices in both pneumatic and electrical control systems, comparison and evaluation of control components.

HVAC2006 **Refrigeration Lab**
Super heat measurement and adjustment, multi-temperature applications, piping pressure drop determination, oil analysis, refrigerant analysis and identification, plotting fan curves and system test procedures.

HVAC2007 **Fuels II**
This course covers fuel: applications and handling, Code requirements, the utilization of fuels in warm air and hot water systems, and flue gas analysis and system operating efficiencies.

HVAC2008 **Drafting**
Duct layouts, using A.S.H.R.A.E. symbols for heating and cooling, ventilating valves and fittings, reoding mechanical and architectural plans, detailing machine rooms, duct chases and sheet metal fittings, and preparation of plans for detailed layouts of H.V.A.C. systems for medium sized commercial buildings to meet all codes.

HVAC2009 **Estimating**
Take-offs of mechanical working drawing for ducts, piping and machine room layouts, preparation of bills of materials and costing for light industrial and institutional H.V.A.C. systems and drafting sales proposals and cost overheads, the use of computer spreadsheets for estimating purposes.

HVAC2010 **Computer Applicatians**
Fundamentals of operating microcomputers and introduction to various software packages, including spread sheets, work processing, and DOS, methods of integrating software via DOS, computer aided drafting (CAD) using Autosketch and AutoCAD software, packages used to build electrical control system schematics, manual drafting.

HVAC3001 **System Design**
All air systems including terminal reheat, variable air volume, dual duct and multizone, air and water systems such as air water induction systems and fan coil and unit ventilation systems, detailed design of a medical clinic and the design project of a commercial office building using o water source heat pump.

HVAC3002 **H.V.A.C. System Design**
Investigation of indoor air quality (I.A.Q.) problems and their resolution, thermal storage practices and techniques including load shifting, ice making, compressor and equipment sizing and load levelling, a detailed design project of an office building using variable air volume (V.A.V.) design applications.

HVAC3003 **Refrigeration**
The development of a computer program to perform refrigeration load calculations, using advanced spreadsheet software, the design and layout of various refrigeration systems, including freezers, using CAD, the selection and supply of refrigeration equipment, and the operation of lithium bromide systems and ground source head pump systems.

HVAC3004 **Energy Management**
The operation of programmable controllers in H.V.A.C. systems, the development of programs using several different programmable logic controllers (P.L.C.) software programs, conversion from conventional to P.L.C., and the development of P.L.C. programs for building energy conservation purposes.

HVAC3007 **Computer**
The use of microcomputer and developed software to calculate commercial heat loods, develop a commercial air duct design using either static regain or equal friction methods and select and cost required equipment.

HVAC3009 **Cantract Administration**
The contracting process, preparing contract proposals and forms, contractual chains and the flow-down process, terms and conditions, clauses and their implications in contract tiers, liens, liquidation and consequential damages, use of bonds, nondisclosure agreements, conditional purchase orders/hold harmless, change order process, computer word processing for document production.

HVAC5001 **Oil Burners**
This course is half theory, half practical work. The student will study all necessary theory and codes in preparation for the MBM-II license examination at the completion of the module. Practical shop work is directly related to theory and involves hands-on work on both old and modern types of equipment.

HVAC5002 **Residential Heat Load**
This course constitutes a study of the principles of heat loss and heat gain for residential structures. The student will learn about the different types of structures which are common today. Also studied are the factors which determine the insulation values of a structure such as heat transfer, personnel comfort, building materials, location, etc. This will relate to HT572, H.V.A.C. System Design.

HVAC5003 **Cammercial and Industrial Gas Burners**
In this course commercial gas fired heating units and their control systems will be studied. Theory will then be applied to shop projects first on simulator units and then on actual commercial burners in the shop. Both shops will use a number of different modern electronic control units. Upon course completion, the student will write the Gas Fitter I License examination.

HVAC5004 **Air Conditioning and Heat Pumps**
This course is a study of the principles of central air conditioning systems and heat pumps. The student will learn about the theory behind all the components of each system and then, with shop projects, how to install, set up, test, wire the controls, and trouble-shoot a residential system.

HVAC5005 **Propane**
In this course the student will study the theory and chemistry unique to propane gas and how to properly design a propane piping system, from the tank to the appliances. Ontario Codes for propone are studied in depth. At module completion, the student will be prepared to write the Ontario Propane II License examination.

HVAC5006 **Gas Fitter II**
In this course the student will study the theory and codes for residential, natural gas use. Standard, mid-efficiency and high-efficiency furnaces, boilers, and water heaters are covered. Half the course is practical shop work on the equipment mentioned. At course completion, the student is prepared to write the Gas Fitter II License examination.

HVAC5007 **Residential Gas Burners**
In this course, topics covered in relation to trade application include: properties of gas, gas physics, gas meters, pressure regulators, piping, venting and air supply; the atmospheric burner and its control principles; hot water heaters and its conversion burners; and many shop projects on actual gas appliances and burners.

HVAC5008 **Residential Heating Equipment**
This course continues from HT570 and covers central warm air systems, humidifiers, electronic air cleaners, basics of air conditioning, domestic boilers and pool heaters, mid- and high-efficiency furnaces, and theory and practical work on shop equipment. Upon course completion, the student will write the Gas Fitter II License examination.

HVAC5009 **Residential H.V.A.C. Design**
In this course the student will learn how to design a heat/cool distribution system and how to redesign, update, or add on to an existing system. How to set up and balance a warm air system is also covered, as are principles of humidification and dehumidification and zone control systems.

HVAC5010 **Heating (Cammercial Oil and Gas)**
In this course, commercial type gas fired heating units and their control systems will be studied. Theory will then be applied to shop projects on simulator units and then on actual commercial burners. Both shops will use a number of different types of modern electronic controls. At course completion, the student will write the Gas Fitter 1 License examination.

HVAC5011 **Heating (Cammercial Systems)**
This course constitutes a study of the various types of residential and commercial heating systems, including: hot water, single zone and multi-zone; steam heating, high and low pressure types; multi-boiler systems; and make up air heaters and commercial central heat/cool systems, along with control systems and components for each.

HVAC5012 **Refrigeration**
In this course, the student is introduced to various refrigeration terms such as heat transfer, temperature, heat definitions, psychometrics, pressure, gas laws, the basic cooling cycle, the mechanical compression refrigeration cycle, and safety. For practical applications, the student will complete different piping projects.

HVAC5013 **Refrigeration**
This course continues the development of skills required for the refrigeration and air conditioning trade. Topics covered are basic controls, compressors, condensers, evaporators, metering devices, refrigerants, piping principles and receivers. For practical work, the student will assemble a complete working refrigeration system.

HVAC5014 **Refrigeration**
The student will be introduced to the following: simple defrost methods, problems regarding air and moisture in the system; compressor motors; compression ratio; compressor shaft seals; compressor lubrication; and evaporative condensers and cooling towers. In the lab, the student will add components to the unit completed in REF536 in order to make the system more complex.

HVAC5015 **Refrigeration and Air Conditioning**
This course deals with the following topics: comfort cooling; unit operation; noise level; the sone scale; and installation of commercial and residential units; and head pressure control and overload devices. Laboratory work will consist of a series of test operations on low temperature water cooled refrigeration systems.

HVAC5016 **Refrigeration and Air Conditioning**
This course incorporates the following topics: commercial installations; capacity control; heat pumps; multiples systems; hermetic burnouts; secondary refrigerants; and control circuits. Lab work will consist of chillers, air conditioners, computer room cooling and heat pumps. For a period of two weeks the student will go out to industry with o contractor.

HVAC5017 **Electricity**
This course concentrates on basic electrical fundamentals. The theory portion deals with electrical laws as they pertain to various electrical terms (i.e., voltage, amperage and resistance.). The practical portion of the course has the student build electrical systems from various wiring diagrams incorporated from the theory classes.

HVAC5018 **Electricity**
This course is half theory and half practical. The theory portion relates directly to practical applications in the trade. The student will also build and test working projects relating to the theory studied, and will relate to the other H.V.A.C. work later in the program.

HVAC5019 **Basic Electricity**
This course is half theory, half practical work. The theory portion directly relates to practical applications in the trade. Each student will also build and test working projects which relate to the theory studied, and will relate to the other H.V.A.C. work later in the program.

ILLS2001 **Illuminated Signs**
The student is introduced to the basic construction and electrical components of the boxes of illuminated signs, and to the properties and applications of plastics used for the sign faces. The emphasis is on the production of the sign faces. The student learns the different methods of masking, cutting and paint applications. Translucent films are used to produce sign faces. The student is introduced to the fabrication of channel letters.

ILLS3001 **Illustration IV**
This course focuses on the role of the illustrator in advertising. It explores the comping of layouts, television story boards, illustration for newspaper, magazine and outdoor advertising, fashion, real estate, and exotic products.

ILLS3002 **Illustration V**
This course further develops the skills of comping of layouts and story boards, illustrations for newspaper advertisements, magazine and outdoor advertising, fashion, real estate, and exotic products. Assignments are scheduled to coincide with those of other courses. This provides the student with the opportunity of further developing and improving projects designed in other courses.

INSU1007 **Risk Management**
Concepts of security. Relationship with municipal authorities, police and fire department. Access control. Key control. Planning for emergencies, fire plans and procedures. Establishing security operation. Security and maintenance. Trespass. Educating tenants. Identification and correction of hazardous situations. Precautions against vandalism. Scope of risk management. Objectives of risk management. Risk management process. Identification and analysis. Formulating alternatives for dealing with exposure. Choosing from alternatives. Direct property insurance. Indirect property exposures. Liability for loss exposures and coverage. Direct property insurance. Indirect property insurance. Tips on how to reduce exposures and reduce reliance on insurance.

INTV1002 **Interpersonal Skills**
This course provides Intervenor students with an introduction to theories and practices of interpersonal communication. The course will follow an experiential format which encourages participants to reflect on and identify their strengths as communicators. Classes will provide each learner with opportunities to discuss and practice communication skills as well as reflect on the process whereby such skills are acquired.

INTV1003 **Intra to Field and Community Resources**
Visit deaf-blind individuals in a variety of locations and will be introduced to many elements which impact on the lives of deaf-blind persons.Learn the variety of ways the intervenor is significant to the quality of life experience by the deaf-blind individual. to access existing community programs to meet the individual needs of deaf-blind persons, the goals, objectives and achievements of consumer groups, service providers and government agencies, income, housing, health care and transportation issues as related to deaf-blind persons.

INTV1004, 1009, 2003, 2010 **Deaf-Blind Communication I**
This course provides the learner with an increasing skill level in adapted American Sign Language (ASL). The student will also become familior with many of the other communication methods used by people who are adventiously deaf-blind. INTV2010 in the fourth semester is an option to be combined with one of the other fourth semester Communication courses.

INTV1005, 1010, 2004, 2011 **Deaf-Blind Communication II**
This course investigates the methods of communication used by people who are congenitally deafblind. Students will explore non-symbolic and informal communication. In INTV2004 and 2011 students will be introduced and become comfortable with Signed Exact English (SEE). INTV2011 in the fourth semester is an option to be combined with one other fourth semester communication course.

INTV1006 **Orientation and Mobility**
In this course students will be introduced and become comfortable with the techniques used to safely guide persons who are visually impaired in a variety of circumstances. Much of this course is experimental in nature with students simulating blindness throught the use of occulars.

INTV1007, 2001, 2009 **Field Wark – Seminars I, II and III**
These classes give the learner opportunities to discuss all aspects of their field placement. Through examination of issues, skills and values, the seminar supports integration of classroom theory with field practice and models mutual support among intervenors. In addition to discussion, focuity and learns will present materials relevant to work in the field.

INTV1008, 2002, 2008 **Field Wark Practice I, II, and III**
These courses give each participant approximately 600 hours of guided and supervised experience working with deaf-blind individuals. Each learner will be required to select three different placement agencies that expose them to working with congenitally and adventitiously deaf-blind persons. Students will be encouraged to do a final placement reflective of the area in which they plan to seek employment.

INTV1011 Skills of Daily Living/Assistive Devices
This course will introduce the learner to many of the practical skills used by people who are deaf-blind in the course of daily life. The student will also gain a basic knowledge as to the varity and uses of high and low tech assistive devices designed for people with the dual disability of deafblindness.

INTV2006, 2012 **Deaf-Blind Communicotion III**
Deaf-Blind Communication III will allow the learner to become familior with grade 1 braille. INTV2012 (grade 2 braille) in the fourth semester is an option to be combined with one other fourth semester communication course.

INTV2007 **Independant Project**
Through exercises and examples, the learner discovers ways to think clearly and to develop questions and collect information. The course exposes the learner to a variety of research tools and methods of choosing, collecting and examining information. The individual's work is aligned closely with the current needs of the deaf-blind community.

IT4001 **Introduction to International Marketing**
The course introduces students to the concepts and principles of modern trade as they are applied to an international or global context. Students will be able to understand the needs of modern international trade marketing with special emphasis on political, economic, cultural and geographic factors and their beearrig on product/services marketing.

IT4002 **International Banking and Finance**
In this course the following topics will be covered: capitol needs for international trade; working capital; market penetration costs; capitol investment; sources of government and other international funding for international trade operations; foreign commercial payments; financial risk and risk management; commercial risk; political risk; foreign-exchange risk; management of financial risks; hedging; foreign exchange options and the role of business portnerships and joint ventures in international trade.

IT4005 International Market Cultures

In this course the student is prepared for global business environments including: the areas of protectionism and trade restrictions; assessing the cultural dynamics of global markets; cultural knowledge (factual knowledge, interpretative knowledge, cultural sensitivity and tolerance); culture and its elements; cultural exchange (culture borrowing, how similarities can be illusions); resistance to change; planned cultural change and consequences of innovation.

IT4007 (Semester 1) Faculty Directed Research I

IT4013 (Semester 2) Faculty Directed Research II

IT4009 International Trade Law

This course provides an overview of the bases for legal systems, jurisdiction in international labour disputes, legal recourse in resolving international disputes; protection of intellectual property rights; inadequate protest; contract law; offers and acceptances; the role and importance of oral contracts; commercial law within countries, international conventions; counter trade laws; Canadian and other laws that apply to import and export trading and as they apply to Canadian companies abroad; technical standards as trade barriers.

IT4010 International Negotiation, Bids and Purchases

Students learn to access government services and sponsorship; government and I.F.I. funding and support programs, where to start planning; getting preliminary approval; developing the project plan; what documentation is needed; prequalification and procedure; risk and risk management; differing technical and professional standards; writing the proposal; giving references; getting approval and completing an agreement; negotiating and closing the deal.

IT4011 International Business and Strategic Planning

The need for meticulous research and extensive planning and preparation will be addressed. Strategic planning and market planning processes will be studied. The student will also examine alternative distribution channels and the factors affecting the choice of these channels. Other areas that will be studied are distribution patterns and relationships with a range of distributors, agents and other intermediaries.

IT4012 International Customer Relations

Students examine the differences in customers in other parts of the globe and how to relate to them and serve them. The student will look at relationships between cultures and business customs, required adaptation of services, modes of doing business, business ethics including bribery, differences between developed countries and less developed countries, departure from socialism, domesticization of the product or service abroad and establishing acceptance for the product and methods of doing business.

IT4013 Faculty Directed Research II

See IT4007

IT4014 Customs Procedures

In this course the following topics will be covered: documentation (commercial invoices, permits, quotas, import and/or export licenses, bills of lading, certificates); trade terms; methods of payment; customs commercial system; Customs Act; implementation of the Customs Act; excise tax; import duties; sales taxes and the general sales tax; free trade and its implications; free trade zones.

JEWL1001 Design I: Layout

This course covers layout procedure for geometric shops and workshop drawings. The student then moves into one point perspective, learning relationships, 2D perspective principles, changes in eye level, finding accurate dimensions, centres diagonals etc. followed by 3D one point perspective, plotting accurately dimensioned boxes and plotting more complex shapes, using shop drawings to obtain two different views (vertical and horizontal) and drawing circles in perspective on 3D ring-like forms. There will be visits to any relevant exhibitions.

JEWL1002 Perspective

In this course the student applies the perspective learned in DES169 to two point perspective; circles, slices, frames and rotation, and varying plan and elevations to obtain different views. The student also studies the theary, psychology and values of colour, how colour affects designs, works on specific practical applications, and prepares a project for enamelling. A variety of drawing skills and materials are covered, and practically applied in project and free hand drawing assignments at the Museum or Botanical Gardens. Art history will also be included.

JEWL1004 Enamelling II

The student is taught the principles of cloisonné and champlevé techniques. Each student designs a project and practices the above techniques under close supervision.

JEWL1005 Gemmalogy I

In this course the student is taught the basic nature of the gem materials, their physical and optical properties and how to test and identify them. Several specialized gemmological instruments are used to identify natural and synthetic materials and the imitations by comparing the physical properties, chemical composition and optical characteristics.

JEWL1006 Gemstone Rendering

This course examines the application of gem materials in jewellery items through history and leads into the developments in jewellery appraising techniques. It explains the elements of appraising, the need for a comprehensive knowledge of precious metals and jewellery making techniques and the need of the knowledge of gems. A system of evaluation of all the components of appraisal is presented.

JEWL1007 Metal Testing and Identification

This course covers: precious metals jewellery, precious metals marking act and testing precious metals; recognizing manufacturing methods; recognizing gem setting methods; cleaning jewellery and other merchandise before appraisal; stone weight estimation and stone grading procedure; quality grading on the entire item; basic techniques in determining a gemstone's colour grade; and pricing guide and lists-comparison charts.

JEWL1008 Diamond Grading

In this course students undertake an intensive study of diamonds, their origin, optical characteristics, inclusions of undesirable materials, differences in colour, imperfections in cutting as well as several styles of cuts and their optical characteristics. The standard diamond grading form is used to classify and grade the stones to industry standards.

JEWL1009 Gemmalogy II

This course continues with the examination of gem materials with the emphasis on identifying the desirable characteristics as well as the flaws in composition, crystal structure, colour and the presence of undesirable inclusions. The grading of coloured stones according to origin, colour, clarity and cut is practices by extensive use of gemmological equipment. More that 300 gem materials are studied.

JEWL1010 Gemmology

Definition of natural, synthetic and imitation gems, nature and formation of minerals, elementary crystallography, nature of light, electromagnetic spectrum, reflection and refraction of light, Snell's law and units of measurement, lustre and transparency, fracture, cleavage, stability, hardness and specific gravity, methods of nondestructive testing to describe characteristics of given gems, the use of the loupe and polariscope. One field trip.

JEWL1012 Gemmalogy II

Single and double refraction, birefringence, critical angle of total internal reflection, optic axis and their application in gem setting, the use of the refractometer, polariscope, dichroscope and chelsea filter, and practice drawing of brilliant and step cuts, cobochon, doublets and triplets, phenomena in gems, principles of manufacturing synthetic spinel and corundum by Verneuil method, differentiation between natural and synthetic substances. Prerequisite: GEM167.

JEWL1013 Introduction to Jewellery

In this course the student learns the basic skills of metalwork. The student learns to use the measuring instruments; jewellers' saws and files and soldering equipment by completing a number of relevant projects in brass. The ultimate projects are a round and a hexagonal box made to exact specifications.

JEWL1016 Theory of Specialty

In this course the student learns the principles of filing and sawing, the types of solder and soldering techniques, alloys used in jewellery, pickling procedures for soldered objects, bonding theary (formulas), the theary on designing the round and the hexagon boxes, the theary on working with tubing.

JEWL1017 Metal Finishing
JEWL1018

JEWL1030 Galdsmithing II

In this course the student is required to produce four projects of their own design in silver. The projects are: pendant, brooch, ring and earrings or cufflinks. Each of the four projects must be approved by the professor and completed within the specified time limit to a predetermined quality standard.

JEWL2002 Design: Stone Rendering

Course covers: stone rendering (showing off the attributes of translucent and opaque stones); design; and design history. The student will visit the Spring Craft Show and produce two design/art history assignments.

JEWL2003 Design and Colour

The student is taught to develop an idea for a design from the thumbnail sketch to scaled sketches and final artwork, then to a project presentation. The effective use of design, typefaces, trademarks or logos and colour are studied. The study includes point-of-purchase signs and integrated sign systems for the smaller business, including location identifications on stare fronts, fascia, doors and windows, and trucks. Colour wheels are demonstrated to produce various colour combinations and colour schemes.

JEWL2003 Gemmology III

Study of crystals, optic signs, methods of determining refractive index, isomorphon replacement, identification of the facets of the brilliant cut, accurate description of gemstones, including the four C's of diamond grading., chrysoberyl, corundum, zircon, topaz and spinel. Prerequisite: GEM177.

JEWL2005 Gemmology IV

The study of crystallography is expanded to detailed analyses of the symmetry of the sen crystal systems, work with the loupe, microscope, dichroscope and other instruments, identify natural and synthetic gems, gem identification and proper use of instruments. Prerequisite: GEM267.

JEWL2006 Gem Setting

The student is required to manufacture seven practical projects in either brass or silver. The projects are: four claw tubing setting, four claw tubing and wire setting, four claw wire setting, octagon, baguette, marquise and pear shape setting. Principles of basic setting preparation are explained and demonstrated.

JEWL2007 Jewellery Repair

In this course the student learns the basic repairs of jewellery items supplied by college staff and students. Among the repairs are: ring sizing, chain soldering, brooch pin catch soldering, soldering charm bracelets, removing stones from simple settings and replacing, soldering spring rings and making bail.

JEWL2008 Jewellery Repair

In this course the student is taught how to test jewellery items for proportions of content (carat) of gold and silver, how to remove pearls from repair items, retipping of ring settings, engraving rings on shenks and general repairs supplied by the public.

JEWL2009 Theory of Specialty

Learn the principles of casting and the making of wax and ceramic molds, the industrial method of spruing and investing of wax models, firing of molds, centrifugal and injection wax casting, principles of alloying of gold and silver and the characteristics of gold alloys.

JEWL2010 Theory of Specialty

This course covers: fusing of filings into metal electroplating, different methods of acid etching, soft soldering, shakudo (Japanese alloys), mokume gane, aluminium anodising, titanium, tantalum, niobium anodising and hard soldering in investment.

JEWL2011 Gem Setting

In this course the student is required to make thirteen practical projects. Among the projects are four and six claw single or multi-stone settings, bead raising, star cutting and star setting both ladies' and gents' rings.

JEWL2014 Goldsmithing III

Complete assigned compulsory projects which are designed and then executed using a combination of techniques. Every project has a set time limit and a predetermined completion date. Complete two wedding rings, one ring without and one with stone(s), one pair of silver earrings, one bracelet (sterling silver and other materials). Several designs are required for each project. Also make 10 rings, 10 pairs of earrings and 10 bracelets by one of the production methods.

JEWL2015 Goldsmithing IV

Time limited projects for this course are one necklace or brooch in 10k gold, one pair of earrings in 14k gold, one dinner ring in 18k gold and a line of fashion jewellery. The projects may be made by fabrication, inlay, repausse, casting, reticulation, alloying, anodising, roller printing, fusing, mokume, patinacing etc.

JEWL3001 Jewellery Design

Course covers: design (including one of a kind designs of various types); drawing (including various types of rendering and their purpose); and presentation. Last third of semester kept for preparing portfolio. Course includes a visit to Ontario Arts Council for presentation of "Presenting Yourself" and an examination of professional artist portfolios.

JEWL3002 Jewellery Design

Course covers: design (including one of a kind designs of various types); drawing (including various types of rendering and their purpose); and presentation. Last third of semester kept for preparing portfolio. Course includes a visit to Ontario Arts Council for presentation of "Presenting Yourself" and an examination of professional artist portfolios.

JEWL3003 Diamond Grading

Learn the physical properties of the diamond, optical characteristics, crystal structure, proportions of brilliant cut, angles and proportions, use of instruments such as leveridge gauge and table gauge, essentials of appraisal, distinguishing diamond from synthetics and other imitations, three types of appraisal. Prerequisite: GEM367.

JEWL3005 Diamond Grading

Practical diamond grading. Learn to plot and code blemishes and inclusions and assign a clarity grade, evaluate florescence using ultraviolet light and colour grade by comparing the diamond with the colour comparison set, examine diamonds for proportions, errors in cutting and carat weight/size, identify laser treatments or colour enhancements if present, grade fancy shapes and colours and mounted diamonds, mining and marketing. Prerequisite: GEM367.

JEWL3007 Jewellery Repairs

Course covers a comprehensive exposure to most real-life repair situations. Pieces of jewellery from the public are used to provide practice and instruction. Marking is based on a record of work undertaken during the regular class periods and a time-limited practical exam given at the end of each term.

JEWL3008 Jewellery Repairs

This course is a continuation of JWL351 and covers a comprehensive exposure to most real life repair situation. Pieces of jewellery from the public are used to provide practice and instruction. Marking is based on a record of work undertaken during the regular class periods and a time-limited practical exam given at the end of each term.

JEWL3009 Goldsmithing

Four major projects of student's design are developed in consultation with the instructor. The projects incorporate skills introduced in JWL365. The subject content of three projects is determined by the instructor, the fourth is chosen by the student and developed in consultation with the instructor. A final practical exam is given. All projects are retained by the department for exhibition until graduation and until all school materials have been paid for.

JEWL3014 Goldsmithing Theory V

Four major projects of student's design are developed in consultation with the instructor. The projects incorporate skills introduced in JWL365. The subject content of three projects is determined by the instructor, the fourth is chosen by the student and developed in consultation with the instructor. A final practical exam is given. All projects are retained by the department for exhibition until graduation and until all school materials have been paid for.

JEWL3015 Goldsmithing Theory VI

Student executes four major projects of his or her own design, developed in consultation with the instructor. The projects will incorporate skills introduced in JWL365. The subject content of three projects is determined by the instructor. A final practical exam is given. All projects are retained by the department for exhibition until graduation and until all school materials have been paid for.

JEWL3020 Goldsmithing

Student executes four major projects of his or her own design, developed in consultation with the instructor. The projects will incorporate skills introduced in JWL365. The subject content of three projects is determined by the instructor. A final practical exam is given. All projects are retained by the department for exhibition until graduation and until all school materials have been paid for.

JEWL4003 Diamond Grading

Learn the physical characteristics of diamonds, their optical properties, crystal structure cleavages, fractures and susceptibility to heat and chemicals, the four "C's" (colour, clarity, cut and carat) of diamond grading, label all facets of the brilliant cut, old mine cut and old European cut, size proportions determined by measuring and weighing methods.

JEWL4004 Gemmology III

Learn to identify a variety of natural and synthetic gem materials and imitations to avoid passible costly errors when accepting repairs. The study of uniaxial and biaxial crystals, the use of gemmological instruments to accurately describe gemstones including blemishes, inclusions and other characteristics as well as the prevalent types of cuts of different stones is oriented toward recognition and description.

JEWL4005 Diamond Grading

In this course the student uses the standard procedures of diamond grading. The appraising form is used to note specific characteristics of every diamond under observation. Special emphasis is placed on the use of instruments and methods of investigation to identify colour, blemishes, proportions of the cut and uniformity of facets.

JEWL4006 Gemmalogy IV

In this course the study of a variety of gemstones is continued with the emphasis on proper identification and description. Several instruments such as the loupe, the microscope, dichroscope, refractometer, polariscope, spectroscope, chelsea filters and ultraviolet lights and others are used to identify a substantial number of natural and synthetic gem materials.

JEWL4007 Theory of Specialty

In this course the student learn the principles of design of various hand tools (gravers, pushers), the theoretical requirements for settings preparation, the various concepts and types of setting and where and how to use them for the type of setting practised in JWL418 course.

JEWL4008 Gem Setting V

In this course students learn to measure, cut, file, saw, and drill with specialized tools and equipment, shape and sharpen gravers, prepare a set of tools for gem setting work and work with flex shaft and a variety of burrs. The setting projects include setting solitaires, star cut bead setting, prong setting, several patterns of bead setting, bar top setting, bezel setting, retipping prongs and pinpoint setting.

JEWL4009 Theory of Specialty

This course is designed to familiarize the student with a large variety of setting types, their specific choracteristics, where and how to apply them and the theoretical requirements of each. The settings covered are those listed in the practical course JWL428.

JEWL4010 Jewellery Repair Practical

Students learn shop safety procedures and injury prevention. The skills taught are: cutting, sawing with jewellers' saws, filing techniques, drilling techniques, use of pickling solutions and ultrasonic cleaning, soldering techniques, melting of metals, annealing procedures, rolling mills, buffing and lapping, plating, buffing, sizing rings with or without stones, retipping and replacing prongs, riveting and making settings out of tubes and out of wires.

JEWL4011 Gem Setting VI

This course covers: setting centre stones in prongs for the following shapes: octagon, oval, round, pear, heart, marquise; setting stones in "V" shape (heart, pear, marquise); baguette, channel, multiple channel, french bead, fish tail, pre-cut bead, pave and tension setting.

JEWL4012 Jewellery Repair Practical

This course is the continuation of practical repair procedures. The student learns the skills of repairing chains, fabricating a link chain, making pins and catches fro pendants, making a box catch, making bezels for stone settings, repairing claws, making mounts for baguette stones, making cluster ring settings, etc.

JWL9015 Jewellery Model Making I

This course is offered through the Continuing Education Department. The student learns through theory and hands-on experience how to transfer design into wax carvings ready for castings. Design and model making problems are identified and analyzed through individual and class assignments.

JWL9200

A continuation of JWL9015.

KB1001 Basic Keyboarding

See KB5005.

KB5005 Basic Keyboarding
This is an audio-visual course and practice system to enable the student to achieve a touch typing speed of approximately 35 wpm on a five minute speed test with fewer than four errors. Ten words are deducted from the grass word count for each error.

KINE1001 Kinesiology I
This course is centered around the skeletal, articular, and connective tissue structure of the human body. Emphasis is placed on the relationship of structure and function within the context human movement, joint stability and range of motion.

KINE1002 Kinesiology and Biamechanics
Through a series of modules, the students develop an understanding of the introductory biamechanical concepts applied in clinical practice for arthatists and prasthetists.

KINE1004 Kinesiology II
The specific areas of the body are studied as integrated functional units. The stability and mobility of joints are examined and implications are made for movement design and safety.

LAB1005/1006/2007/2008 O.P. Laboratory Procedures
Students receive hands an instruction and experience in fabrication procedures and technical set-up for the variety of prasthesis and arthasis seen in the Clinical Techniques course.

LANG1001 Latin I
This course covers Latin words and phrases farmally used in legal documents and court procedures.

LANG1002 Latin II
This course continues Latin I.

LAW1001 Business Law
Gain an averview af the Canadian legal system, the law af contracts, particularly in relation ta such investment areas as joint accounts and margin agreements, the various devices used to secure debt and problems af the insalvent debtar.

LAW1002 Legislation and Social Issues
Become familiar with the Child and Family Services Act (1984) and the relevant sections of the Education Act, the impact of the pertinent pieces of legislation, how to wark within the legal framewark ta continue advocating children's and adolescents' needs and rights, how to confrant a social issue in depth and ta determine what is being done to address it.

LAW1006 Employment and Human Rights Law
This course examines legislation existing and under consideration concerning human rights in the workplace, along with all other matters related to employment and its campensation.

LAW2001 Court Procedures – District Court
Learn the function af the provincial court system, the placement of the court officers, the setting up af official caurt transcripts and the terminalagy and jargan surraunding court work.

LAW2014 Law and Security
This course pravides the hospitality student with a layperson's knowledge of law and specific knowledge of hospitality law, insurance, methods of protecting the security af guests, enforcement of house policies, and related legislation.

LAW3001 Canstruction Law I
Gain a basic understanding af legal principles and practices related to construction, the Canadian legal system, laws of Contract, construction contracts and bands, and standard industry documents. Prerequisite: CO309.

LAW3002 Construction Law II
The legal issues related to construction, the Canstruction Lien Act, Standard Project Clase-aut procedures and arbitration. Prerequisite: CO309.

LAW3003 Health Care System, Jurisprudence and Professional Relationships
This course provides an overview of the health system in the Province af Ontario and the law as it applies ta the health care warker. The rights and responsibilities of employing agencies, the chirapadist and the patient are examined.

LAW3005 Contemporary Legal Issues
An introduction far caurt reparters ta the legal community in Ontario, including the police, trial and appeal caurts, family and youth courts, coraner's court, special examiners afficers, administrative tribunals, prisans and jails, and Queen's Park.

LAW5004
This course aims to give the student an understanding of the laws regulating the hospitality industry, mainly cancentrating an laws related to the service af foods and beverages.

LIBA1001 Critical Thinking
Learn the ability ta assess critically what is heard and read in the area af logic. Lagic is cancerned mainly with the carrectness af an argument in which a canclusian is put farward an the basis af premises. The mastery af logic is necessary for clear thinking and argument.

LIBA1008 Science Fiction
The creation af literature, film, and television provide imaginative projections into the future. In doing sa, they raise questions: What is reality, and whase reality is it? What are the implications af madern technalagical inventions, virtual reality, cybernetics and artificial intelligence? The course examines these questions and other popular themes in science fiction and discusses how these narratives reflect an us and an aur society.

LIBA1009 Speaking with Confidence
This course is designed ta help the student with strategies which will enhance and develap aral presentatian skills.

LIBA1010 Introduction ta Journalism
This course has both hands-an and thearetical campanents. It cavers the steps involved in the research, writing and editing af an article far publicatian. As well, the course examines journalism in the social context, including history af journalism, ethics, media and culture and ather issues the class deems topical.

LIBA1011 Canadian Literature
This course intraduces students to literary theary and techniques af literary criticism by examining paetry, fictian, and other forms af writing in English ar English translation. The possibilities for defining a national literature, develapments in Canadian Literary histary, and strategies for the detailed reading af works af literary art will de discussed.

LIBA1012 Reading Effectively
See COMM1022

LIBA1015 Career Studies
This course is designed to help students facus more clearly upan their academic and career paths. It includes detailed self-assessment and career planning.

LIBAA3001 Introduction ta Music and Art in the Western World
This course correlates music and art with histary and pravides a useful understanding of the meaning af a wide range af art forms. The aim of the course is ta introduce the various kinds and periads af art and classical music with the hape that the student will be encouraged to seek mare artistic experiences.

LIFE1001 Career Studies I
This course is designed ta enable students to develap the skills and campetencies necessary for academic and prafessional success. Tapics include time and stress management, effective reading, nate taking, developing research topics, interpersanal communicatian, and personal assessment.

LIFE1002 Life Skills I
Life Skills stresses interpersanal communications and pramates the development af a well rounded persan. Goal setting, assertiveness, caping with stress, sexuality, interpersanal relations and dealing with anger are discussed in small graup sessians with a certified life skills coach.

LIFE1003 Life Skills II
Basic life skills topics and tapics raised by the students.

LIFE1005 Life Skills Methodology I
This course cambines theory with practice and emphasises skill development and problem solving to deal with life situations under the categaries af persanal, self, family, wark, leisure and cammunity.

LIFE2001 Career Studies II
This course facuses an personal assessment, project management, and the development af educational and career goals.

LIFE2004 Life Skills Methodology II
This course focuses an the creative-problem-solving model in a group setting and the designing af setting-specific life skills lessans.

LIT1001 Writer's Workshop
Learn ta write, read, edit and discuss a variety af work, and several genres af writing, including same cambination of fiction, journalism, paetry, personal essays and drama.

LITH1001 Machine Printing Offset
This basic course cavers the fundamentals af offset lithography using 10" x 15" presses, including feeding, register, dampening system, ink cantral and running at one calaur and twa calaur projects.

LITH1004 Machine Printing Offset
Learn affset lithography an single calaur Heidelberg, Harris, Miehle and Salna presses, good housekeeping and safety, lubrication, measuring instruments and devices for press operators, cylinder arrangements, both alcahal and conventional dampening systems, inking and registering systems, and plates, paper and ink as related to the press aperatar, the aperation af a single calaur press running one and twa calaur projects.

LITH2002 Machine Printing Offset
This intermediate course in offset lithography cavers fundamentals af twa calaur offset lithography, feeding, register systems, ink systems, dampening systems, cylinder arrangements, press familiarization and theary and practical applications af twa calaur offset printing and four calaur process project.

LITH2004 Machine Printing Web Offset
The orientation and aperation at the Solna Commercial III web offset press (36" x 22¼" cutoff), plate bending and packing procedure, press and folder familiarization and aperation, web-up procedure, plate installation, dampup and ink-up procedure, ralls stand tension cantral and installing paper ralls and safety and good housekeeping. Projects run involve uniform calaur, register and fold book signatures.

LITH3001 Machine Printing Offset
One and two calaur projects reproduced an book and coated stack. Special attention will be paid to all aspects af commercial wark, particularly register and calaur cantral using the densitometer.

LITH3002 Machine Printing Offset
Cylinder arrangements for twa calaur presses, applicatian af alcahal dampening and the use af the densitameter. Projects run during this course include twa-calaur and process wark.

LITH3003 Machine Printing Web Offset
Learn the make-ready and running af mare complex projects. Course cantent cavers press make-ready af one calaur, twa-sided with ½ fold, changeaver to double web aperatian as well as make-ready and running af double parallel fold with twa calaurs an twa sides. Projects involve uniform calaur, register and faided book signatures.

MACH104 Machining Fundamentals
Learn the basic fundamentals af machine shop practice, machine shap safety, use and aperation af hand tools, drill presses and tools, cutting tools and lathe theary, use af milling machines, and grinding theary.

MARK1001 Introduction to Marketing
This is an introductary course in the philasaphy, theary and application af madern marketing cancepts, principles and techniques. The student will examine the cantribution af marketing to society as a whale and the role and functians of the marketing department in a business ar nan-profit organization. Important topics include the marketing environment, consumer behaviaur, market segmentatian, market targeting, positioning, and the develapment of the marketing mix (product, pricing, pramatian, and distribution strategies).

MARK1002 Professional Presentatians/Selling
Persuasive presentatian skills-whether for a product, service, idea, issue ar one's awn viewpaint-are essential for success in business. The emphasis in this course is an the "Need Satisfactian Selling System" as a madel for developing, preparing, and executing presentations designed to satisfy identified customer needs. The course makes extensive use af role playing, audiovisual aids, project wark, and video taping to develap prafessional selling skills, and intraduces basic record-keeping.

MARK1003 Advertising Management – Integrated Marketing Communications I
This course is designed to teach students haw to analyze a marketing situatian and write a formal advertising plan with appropriate recammendatians. Tapics include customer, product and market analysis; product positioning; advertising objectives; creative strategies; media strategies and execution; cantrol and evaluation. Working in small graups, students write a plan ta salve the problems af a complex marketing case study.

MARK1004
See MARK1010.

MARK1010 Marketing I
In this course, the hospitality management student will explare the basic principles of marketing and their application to the hatel business.

MARK1011 Marketing Management II
This course, with MARK106, interrelates elements af the marketing mix that were studied separately in previous semesters, by comparing various strategies and their underlying causes, and relating these to company abjectives. MARK205 pays particular attentian to product, price and marketing planning and strategy. This course uses text, cases and aral and written presentations.

MARK2002 Advertising I
The vital relationship between words and visuals as they combine to form exciting advertising cancepts, explare designs that communicate clearly and with maximum impact in national newspapers and magazines, the fast, clean use af markers to render layouts and their maunting and presentation, the appropriate selectian af type as well as type rendering, the use and importance of photagraphy in advertising.

MARK2003 Advertising II
The develapment af exciting advertising cancepts for cansumer and trade magazines and autdaar and transit advertising, aspects af design, rendering and typagraphy, the importance of marketing and media selectian, the steps from cancept thraugh raughs, camps, photagraphy, typesetting and assembly, a wide range af creative approaches in print and television.

MARK2005 Product Planning and Pricing Policies
This course cavers strategies leading to new product marketing decisians including product planning and develapment and product strategies as well as branding, packaging and labelling. It also includes custamer and campany cansideration in determining product pricing for greater profits. This course includes both texts and a major industry project. The student may use the persanal camputer for cash flaw analysis.

MARK2006 Marketing Channel Organizations and Systems
This course cancentrates an the aperation, policies and marketing management af whalesalers and retailers with particular emphasis an retailers. It then shifts emphasis ta consider the channel as a sales system fram manufacturer ta end user, to identify conflicts and maximize efficiency. This course includes bath texts and majar project ar projects.

MARK2007 Marketing Research and Information Systems
Utilizing text, cases and a majar project, this course pravides practical experience in estimating the value af information, defining the infarmatian required for decisian-making, develaping appropriate research methadalagy and sampling, data callectian, analysis and presentatian af findings. The student uses the persanal camputer to tabulate data.

MARK2008 Public Relations and Publicity
This course defines and explains the role af P.R. far the firm. Tapics include the preparatian af news releases for all media; running af press canferences; develapment af effective campaigns ta stress various aspects af products, individuals and the corporate image and the handling at all aspects at external communicatian by the firm, ather than paid cammercial messages. The course uses text, cases, and an industry project.

MARK2009 Marketing Management II
This course provides an intensive survey af management decisions relating to buyer behaviaur, distributian and promotional strategies. The study at real company cases will provide the student with a deeper understanding af business problems in these areas. This course uses text, cases and aral and written presentations.

MARK2010 Quantitative Marketing Analysis
In this quantitative appraach to marketing analysis and decisian-making students apply a variety af packaged programs an the camputer, including forecasting, regressian correlatian, sensitivity analysis and linear programming. Other tapics include an intraductian to camputerized MIS, analysis and aptimizatian af the firm's marketing resources and a camputerized marketing simulatian.

MARK2011 Marketing II
In this course, the hospitality management student will continue ta study marketing, especially food and beverage advertising, sales pramatian, public relatians, persanal sales and menu preparatian. Students will wark in small graups and create a plan for an event related to the hospitality industry which will take place at the college campus for the benefit af the entire student population. Prerequisites (preferable, but nat essential): MARK105, MARK203.

MARK2014 Marketing III
The emphasis of this course is an the campletian af the marketing plan for a hatel for one full calendar year. This hatel will be targeted as your final semester management project for Financial Management and Front Office Operatians. Prerequisites: MARK2011 (Cuisinary Management), MARK2011 (Faad and Beverage Management)

MARK2017 Advertising and Sales Pramatian
The purpose af these courses is to provide knowledge and campetence in the marketing strategy for residential and commercial properties including marketing research, marketing segmentatian, consumer behaviaur, pramational methods and public relations.

MARK2020 Fundamentals of International Marketing
The business student in this course will caver: the world's ecanamic environments; the varied cultural environments; the political and legal environments; marketing to the world; international product policy; distributian; international pramatian; pricing in international markets; market planning and the organizatian and cantral af international marketing.

MARK3001 Corporate Image Advertising I
The means of product and campony identificatian as used in advertising, the develapment of slogans and their animated visualizatian for TV, carparate spakespersans and campaigns which are designed ta establish a particular image for a campany ar product.

MARK3002 Advertising III
By using a cambinatian of skills and knowledge, students design and write advertising for television, render story boards and study award winning commercials from araund the world. The course traces develapment af national advertising from research through marketing, media planning, creative and production, as the student warks ta prafessianal standards in broadcast and print.

MARK3003 Carporate Image Advertising II
Product and company identification in advertising, the develapment af slogans, carporate symbols and long-term campaigns, establishing a budget for media, production and artwark, lateral thinking and brainstarming.

MARK3004 Advertising IV
This course continues ta emphasize a high level af canceptual thinking as it applies ta multi-media campaigns scheduled ta caincide with other courses, cambining to produce a very camplete partfalia. The wark program pravides the student with the apportunity to experience an actual advertising agency environment.

MARK3008 Retail II
This course intraduces a wide range af advertising areas, including real estate, fashion, direct response and automobile. The student develaps their design ability by creating arresting visuals for a sophisticated market and cambining them with headlines to achieve cohesive communicatians abjectives. Partfalia material is develaped in this course.

MARK3009 Retail III
This course continues to apply innavative design and word solutions to a wide range af communicatians abjectives far the retail market.

MARK5003 Retail Advertising I
This course pravides an extensive study in marker rendering of products for retail advertising. The student will learn to salve design problems thraugh the use af thumbnail sketches, rough layauts, and various techniques invalved in layout and design.

MARK5004 Retail Advertising II
The student will take an in-depth look at retail advertising, including camprehensive study af layaut, illustration, mechanical art, paste-up and calaur separatian by amberlith averlay. The campanents covered will be necessary to successfully produce portfalio pieces.

MATH1001/1002 Mathematics Skills I/II
Basic arithmetic aperations, salving simple mathematical problems, budgets and banking with a consumer orientation.

MATH1005 **Mathematics**

This course is a review of symbols, factoring, fractions and laws, linear equations, solution of two and three unknowns by determinants, elimination and substitution, exponents and radicals, solution of quadratics by factoring, square completion and farmula, ratio, proportian and variotian and graphs: co-ordinate systems and plotting tuctions, extrapolation of graphs, and interpretation of "bar" and "pie" graphs.

MATH1008 **Mathematics of Finance I**

This course will teach the student to carry out basic financial calculations and to analyze mathematical aspects of business problems in a logicol monner. Topics in commercial mathematics include breakeven analysis, trade and cash discounts, simple and compound interest, promissary notes and loan repayment schedules.

MATH1010 **Mathematics af Finance II**

This course will provide o further understanding of financial mathematics. Topics covered include both simple and general annuities, amortization, sinking funds and bonds.

MATH1012 **Mathematics for EDP**

This course teaches the student the basic mathematical calculations required for data processing. Topics covered include binary, octal, and hexadecimal arithmetic, setslagic, Boolean algebra, solution of equations by Gaussian row reduction and matrix calculations.

MATH1013 **Mathematics**

This course covers review of basic operations, fundamentol laws of algebra, equations and formulae, whole number exponents and simple roots, scientific notation, operating calculators, functions, graph of a function, graphs from experimental data, application, load line, linear equations, algebraic solution of linear equations, solving linear systems by determinants, applications to electrical technology, trigonometric functions, right triangle with applications, ratio and proportions, factoring, quadratic equations, solution by completing the square and quadratic formula.

MATH1013 **Mathematics**

Review af basic operations, functians, graph af a function, graphs from experimental data, application, load line, linear equations, algebroic solution of linear equations, solving linear systems by determinants, applications to electrical technology, trigonometric functions, right triangle with applications, ratio and proportions, factoring, quadratic equations, solution by completing the square, quadratic formula.

MATH1015 **Mathematics af Merchandising**

Upan completian af this course, the student will be able ta develop a mathematically oriented merchandise plan that will meet company profit abjectives. Topics include discounts, markups and markdowns, stock planning, turnaver and sales planning.

MATH1017 **Mathematics**

Vectors and Oblique triangles, applications of vectors, sine and cosine law and their application to electrical technology, J. aperatar, complex numbers, basic operations with complex numbers, polar form of complex numbers, application to A.C. circuits, graphs of trigonametrical functions, phase angle, composite trigonometric curves. Voriation, exponents, rodicols and equasions in quadratic form.

MATH1018 **Mathematics (Graphics Arts Related)**

This course is designed to provide basic skills in mathematics to enable the student to handle formalae relating to graphic arts practice; to produce and interpret graphs resulting from empirical data related to the cost and production of printed material; and to be familior with the units and practice of copyfitting and paper stock.

MATH1019 **Mathematics (Graphic Arts Related)**

This course pravides further skills in algebra and triganametry. The topic of vectors is introduced as an aid to the physics course.

MATH1021 **Mathematics**

This course reviews basic mathematical skills and covers financial calculations involving applications of compound interest and annuities, stocks and bonds.

MATH1022 **Mathematics**

This course provides a basic knawledge af mensuration, ratios and percentages, merchandising practices, simple and compound interest and ardinory annuities.

MATH1023 **Business Mathematics I**

This introductory business mathematics course reviews basic arithmetical skills and covers residential and commercial property taxes, business taxes, income tax and simple interest calculations.

MATH1029 **Calculations**

The course will provide the learner with the ability to salve mathematical problems related ta renavation construction. The course will cover basic mathematical operations, systems of measurement, perimeter, area and volume and basic algebra and trigonometry.

MATH1031 **Descriptive Trade Geometry**

The course will provide the learner with the ability to salve mathematical problems related to renovation construction. The course will cover basic mathematical operations, systems of measurement, perimeter, area and volume and basic algebra and trigonometry.

MATH1036 **Optimization**

This course will introduce the student to a systems approach to salving business problems using mathematical models. Topics include inventary control under certointy and under risk, decision trees, and markav models.

MATH1037 **Quantitative Methods I**

This course is a rigarous introduction to statistical theory and methodology. Topics include probability, the normal distribution, sampling, estimotion, hypothesis testing, and Bayesian decision analysis. It is of particular interest to the accounting student planning to pursue CGA accreditation.

MATH1041 **Mathematics for Pre-Health**

This course prepares the student for entry into a post-secondary, health-related program and provides a background in basic mathematics. Students learn some applied skills related to the health sciences, such as the preparation af solutians and dosages.

MATH1044 **Mathematics**

This course intraduces the basic natians af algebra and triganometry. We apply these to the salutian af practical problems in electranics. The fundamental concept af a "function" is stressed. Only basic arithmetical skills are assumed known to the student.

MATH1045 **Mathematics and Applied Mathematics for Pianos**

The piana technician student will caver the mathematics required to do the calculations required in PHY133.

MATH1047 **Mathematics**

A continuation of MATH141. This course covers radical equations, triganometric identities, and an introduction to calculus. In the latter part, limits, derivotives af algebroic functions, minimum and maximum tests and practical applications are covered.

MATH1049 **Applied Mathematics I**

This course includes: fundomental concepts and operations; a brief review of basic geometry; trigonometric functions of any angle; solution of triongles; factorization in algebra with applications to fractions and equations; and quadratic functions and equotians.

MATH1050 **Applied Mathematics II**

This course covers: proportian and variotian problems; quadratic equotions; trigonometric functions of any angle; vectors and oblique triangles; exponents and radicols; conic sections; and applications to financial equotions.

MATH1051 **Mathematics**

This course includes: systems of lineor equations; some systems of non-lineor equations and the solution af certain types of equations; exponents and radicals; and exponential and logarithmic functions.

MATH1053 **Mathematics**

This course continues the study of the foundotions of mathematics. We see math as both a longuage and as a way to develop critical thinking skills. These skills are developed through the solution of critical problems. We begin the study af calculus, one of mankind's greatest achievements.

MATH2003 **Mathematics**

This course covers analytical geometry. Included are: plotting graphs by using the proper co-ordinotes; algebraic exponential and logarithmic functians; equations of higher degree; remainder and factar theorem; rational and irrational roats; and progressions.

MATH2004 **Mathematics**

Exponential and logarithmic functians, properties of logarithms, logarithmic and exponential equations, boolean algebra, binary and decimal number systems, symbolic logic, logic voriables and operators, truth tables and function maps, application to circuits.

MATH2005 **Mathematics**

This course requires problem solving invalving all trigonometric ratias, platting rectangular and polar co-ardinates and applying the plats to calaur circle problems.

MATH2006 **Mathematics**

This course intraduces the student to computer programming and solving problems in basic estimating for printing and related costs, as well as developing a computer programme of the cast centre application to a hypothetical printing plant. The course covers statistical methods for quality assurance and control in a variety af systems within the printing industry.

MATH2007 **Mathematics**

This course covers analytical geametry: line, circle, parabola, ellipse, hyperbola, translation af axes. Practical applications are included.

MATH2008 **Mathematics**

Trigonometric identities, sine and cosine af the sum and difference af twa angles, double angle and half angle farmulas, trigonometric equations, inverse trigonometric functians, straight line, circle, limits, derivatives, application of derivatives, related rates, applied maxima and minima problems, differentiation af power functians and implicit functions.

MATH2009 **Quantitative Methods II**

This course is a continuation of MATH255. Topics include regression, time series analysis and index numbers, analysis of variance and linear programming. Microcomputer software will be used to illustrate concepts. Completian with a grade af B- or better will qualify the student for an exemption from the CGA's QM2 requirement. Prerequisite: MATH255 or equivalent (MATH214 is insufficient preparation for this course).

MATH2012 **Mathematics**

This course covers analytical geometry, differential calculus, differentiation, practical applications, integration, the definite integral, areas under curves and volumes. Differential equations are introduced. Practical applications are included.

MATH2013 **Mathematics 3**

This course will include the following: Basic fundamental concepts and operations; brief review: metric system, units, conversian, plane geometry, triganometry, algebra and salving linear equations, simultaneous equations, determinants and expanents and radicals. Prerequisite: MATH176.

MATH2014 **Mathematics 4**

This course will include: study of limits, derivative of standard expressions, derivative of powers and implicit functions, maximum and minimum problems, the indefinite integral, trapezoidal rule, areas and volumes by shell method, centraids and applications. Prerequisite: MATH262.

MATH2015 **Applied Mathematics III**

This course covers triganometric identities and equations; rotation and translotion of axes; polar co-ordinates; fundamentals af analytical geometry in three dimensions; polynamial functions and equations; Descartes Rule; Newton's method; interpretive techniques; probability; frequency distributions; measures af dispersian; method of least squares; curve fitting.

MATH2016 **Applied Mathematics IV**

Concept of a limit: definition af the derivative as a limit, differentiation af algebraic and non-algebraic functians, applications to analytic geametry and motion analysis, maxima and minima with applications to practical problems, area under a curve, concept of integration, integration of algebraic functians, definite and indefinite integrals with applications.

MATH2019 **Mathematics**

A continuation of MATH142. The study of calculus is extended, culminating in the Fundamental Thearem of Calculus. This course covers derivatives af trigonametric and transcendental functians, indefinite and definite integrals, area and volume integrals, averages and RMS, and techniques of integration.

MATH2020 **Mathematics**

See MATH241. A laboratory component is also included.

MATH2021 **Applied Mathematics III**

The course covers trigonometric identities and equations; polynamial functions and equations; Descartes Rule; rational and irrational roots; Newton's Method; concept of limit and continuity; definition af derivative; techniques of differentiation; applications af differentiation to Analytic Geometry and Mechanics, curve sketching; applied maxima and minima problems; and related rate problems.

MATH2022 **Applied Mathematics IV**

This course looks at definite and indefinite integrals. Applications are length, area between curves, volumes, velacity, accelerotion, centraids, moments af inertia, radius af gyration, work, fluid pressure, average value af a function. Also covered is probability and statistics, which includes data analysis, frequency distributions, measures af central tendency, measures af dispersion.

MATH3001 **Mathematics**

Review the differentiation, integration, definite and indefinite integrals, area under a curve, logarithmic, exponential, triganometric forms, inverse triganometric forms, integration by parts, integration by trigonometric substitution, integration by partial fractions.

MATH3002 **Applied Mathematics VI**

Expansion of functions in series (MacLaurin and Taylor's series, Fourier series); differential equations; separation af variables, first and second order differential equatians (homogeneous and non-homogeneous); salving differential equations by Laplace Transforms.

MATH3003 **Mathematics**

This course covers limits, differential, the applications af the derivative, curvilineor motian, related rotes, and curve sketching. Other topics include integration, how to define and integrate integrals, numerical integration, applications of integration, mensuration, and the averoge value of functions.

MATH3006 **Applied Mathematics V**

Trigonometric identities and basic trigonametric formulas; differentiation af non-algebraic functians (trigonometric, inverse triganametric, logarithmic and exponential); applications to curve sketching, related rates and max-min problems; methods of integration (power formula, logarithmic, exponential and trigonometric forms, integration by parts and by substitution); use of tables; applications to mensuration and mechanics.

MATH3007 **Mathematics**

An advanced mathematics course for technologists. The course explores applications of the derivative and integral to series approximotions (Taylar, MacLaurin, Fourier), solutions of differential equations using classical techniques, and the Laplace Transform method. A strong background in calculus (Math251) is required.

MATH3008 **Mathematics**

Course includes expansian af functians in series, Maclaurin series, Taylor series, Fourier series and their applicotion to electrical technology, differential equotians, separation of variable, integrable combinations, linear differential equations af first order, linear differential equations of second order, applications, Laplace Transforms, applications af Laplace Transforms to electrical problems and electrical technology.

MATH3009 **Applied Statistics**

This course will include: introduction to probability, organizing data, fitting curves to data, data presentation, normal curve sampling and estimation theory. Prerequisite: MATH236 and MATH248.

MATH5011 **Mathematics**

This course is a combined instructional and refresher course in the application of basic mathematical techniques required by the apparel and related industries. The application of mathematical data in computing rates, profit markups, markdowns, discounts, percentile factors and the various farmulae for use by industry participants are taught.

MATH5015 **Mathematics**

This course reviews the basic arithmetic skills to ensure that the student is capable af doing the technical mathematics related to upholstery and woodworking. Topics include whole number, fractions, decimals, measurement, percent, ratio and proportian, perimeter, area, volume and board feet. Practice is given in using grids to maximize use at materials in the cutting process.

MATH5017 **Mathematics**

Mathematical problems related to operating a small business, the basics of bookkeeping, application of percentages in commercial discounts, simple interest, instalment purchases, payroll deductions, T-accounts, preparing income statements and balance sheets.

MATH5021

See MATH155

MATH5028 **Mathematics**

The applications af square root, percentages, interest, measurement, weights and measures, the right angle triongle, trade algebra and metric conversions, business mathematics, sales, commission, banking, wages, salary, payroll and record-keeping.

MATH5029 **Mathematics**

Trade-related business mathematics, profit, lass, discounts, interest, annuities and bookkeeping; practical geometry; trade-related formulae and equations; an introduction to trigonametry; problems with cones, topers and proportians, circle square and triongle; ratio and proportion.

MATH5030 **Mathematics**

The application of squore root, percentages, interest, measurement, weights and measures, the right angle triangle, trade algebra and metric conversians, business, mathematics, sales, commission, banking, wages, salary, payroll and record-keeping.

MATH5032 **Mathematics**

This course will enable the student to salve trade related calculations by applying the Pythagarean Theorem. Also included will be a review of temperature conversions, kinds of triangles, and measurements of angles and degrees.

MATH5032 **Mathematics**

This course covers percentage, simple interest, profit and loss, discaunt, tax, loans and financing. Rotian, proportion, direct and inverse proportion, gear speeds, pulley speeds, and flow ratios are also studied, as well as pipe capacities, crass sectional area, flow in pipes, and trade problems as applicable.

MATH5040 **Mathematics**

Fundamentals concepts and operations; a brief review af basic geametry; trigonometric functian of any angle; solutions of triangles; factorization in algebra with applications to fractions and equations and quaratic functions and equotians.

MATH5041 **Technical Mathematics**

Basic skills in mathematics to enable the student to handle formulae relating to Graphic Arts practice; to produce and interpret graphs resulting from empirical data related to the cast and production of printed material; and to be familiar with the printers' measurements.

MATH5046 **Mathematics**

This course reviews the basic arithmetic skills to ensure that the student is capable af doing the technical mathematics related to furniture production and design. Topics include whole number, fractions, decimals, percentages, ratio and proportion, perimeter, area, volume and board feet. Basic trigonometry applied to right angle triangles is included. Special emphasis is placed on problem salving and dimensianal analysis.

MATH5047 **Business Mathematics**

This course focuses on mathematical problems related to operating a small business. Considerable attention is given to the basics of bookkeeping. Topics include application of percentages in commercial discounts, simple interest, instalment purchases, payroll deductions, preparing income statements and balance sheets.

MATH7002 **Mathematics**

Hone the skills developed in basic algebra. It includes basic properties, linear equations and inequalities, exponents and polynamials, quadratic equatians, and systems of equations.

MATH7005 **Mathematics**

The basic course in numeracy and calculations in whole numbers.

MATH7007 **Mathematics**

This course is the fourth in a series designed to enhance and apply the skills developed in MATH513. It includes conic sections, relotians and functions, logorithms and trigonometry.

MATH7012/7034 **Mathematics**

Develop basic mathematical skills, basic calculations of whole numbers, fractions, decimals, percent, ratia and proportion, and measurement.

MATH7013 **Mathematics**

Develop basic algebra skills,the language of algebra, linear equations, polynomials, factaring, and systems of equations.

MECH2001 Mechanics
This introductory Physics course covers linear and rotational dymamics. Topics include: Newton's Laws, static structures, rotational motion (angular velocity, torques) wark and energy. Laboratary exercises which reinforce and extend the content will be included.

MEDI2001 Media and Techniques I
This course intraduces the student ta the use of still and video photography in graphic design and advertising. Through a series of lectures, demanstrations and short assignents, it traces the historical development of the photograph as a means of bringing verisimilitude to the printed page as a convincing presentatian of merchandise, foods and fashions. The course discusses black and white and colour film, print quality, lighting, retauching and effective cropping.

MEDI3001 Media and Techniques
This course enlarges upon the use of photography, film, TV and videa through examination of the role of the art directar from concept to production. The student is encouraged to use photographic and video equipment to probe individual creative resources. Emphasis is placed upon research, marketing and media planning for more effective communication with the target audience. Flexibility allows the student to wark on assignments related to the elective.

MEDI3002 Media and Techniques IV
This course expases the student to the role of the art director and the possibilities af photography, film, TV and video. It continues to emphasize the role of research, marketing and media planning. The student in both electives will use the facilities to improve the material for the portfolia.

MENG1002 Engineering Design – Theory I
This course is designed to give the student an understanding af canventianal drafting standards and principles. The standards will then be applied by the student to create engineering drawings of various mechanical details using drafting equipment and instruments. The course will include the following topics: alphabet lines; geametric construction; lettering; drowing and sketching; title block and notes; arthographic multi-view projection; pictorial drawings; threaded fasteners; sections and conventions; machine operations; standard fits and limits.

MENG1004 Machining Fundamentals II
This course is a follow up ta Machining Fundamentals and focuses on more complex manufacturing processes than the farmer course. This will cover the following topics: measurement techniques; thread forms; clamping devices; metal classifications; heat treatments; jig boring equipment; rotary tables; metal cutting practices; cams and gears; indexing; coolants; other manufacturing.

MENG1006 Die Design I
After completing the course, student will be able to develop theoretical and practical skills required in the design of more advanced metal-cutting dies, bending and forming dies with emphasis on bending allowances and blank development. They will also gain an understanding and application of modular tooling and design dies that are safe and cost effective and design quality tooling.

MENG1007 Machining Fundamentals I
Learn the basic fundamentals af machine shop practice, machine shap safety, use and aperation of hand tools in a machine shop, application of drill presses and tools, milling machine, abrasives and grinding wheels, cutting speeds and feeds, cutting tools materials, lathes, metal classifications.

MENG1008 Manufacturing Processes
Learn about materials, processes, quality assurance, metal cutting, assemblies, philosophies of manufacturing, engineering and the environment.

MENG1009 Engineering Design Theory II
This course will build an the principles covered in Engineering Design Theory. On completion of the course the student will be able to apply canventianal drafting standards and principles to create fully annatated engineering drawings of various mechanical details. The course will include the following topics: functional assembly drawings; bills of materials; call-up of parts; auxiliary views; fabricated assemblies and sub-assemblies; weld symbals; drawing office procedures; to complete a full set of engineering drawings; port drawings.

MENG1016 Mechanics Statistics
This course intraduces forces and basic principles of mechanics, equilibrium, shear force and bending moment diagrams, applications af equilibrium, friction and properties of areas and salids.

MENG1017 Mechanics – Strength of Materials
This course studies stress and deformation, materials testing, torsion, beams, beam stress, beam deflection, combines stresses, columns, joints and moment distribution, and trusses.

MENG1019 Mechanics of Fluids
This course includes basic fluid properties, types of fluids, fluid pressure and resulting forces, pressure units, forces on submerged plane and curved areas, buoyancy and stability, flow af fluids, viscosity, laminar and turbulent flow, equations af continuity and Bernaulli, energy losses due to friction, practical applications an all the abave topics.

MENG2002 Jig and Fixture Making
The student becames knowledgeable and efficient in the following toolmaking principles: planing, layout and construction of simple gauges, tooling, jigs and fixtures; ordering standard parts from catalogues; building simple tools from sketches; constructing a drill jig using a jig boring machine; standard jig bushing and gauging parts; repairing and modifying gauges, tools, jigs, fixtures etc.; selecting praper metals and materials to construct tools applying metallurgical heat treatment principles to items as needed.

MENG2004 Die Making
The theory and practical subjects covered in the course are as follows: die materiols; die parts; types of dies; types of press-tool dies; press calculations; types of presses; cutting theory and calculations; blank development and calculations; draw and bending die theory and calculations; die fits; standard parts from catalogues; operatar safety and cost efficiency; constructing a basic press-tool die and setting up a punch press; developing a port to acceptable standards and principles of die design.

MENG2005 Mechatronics I
The student will learn in a heavily lab oriented class environment about functional mechanical components/assemblies which are closely related to automated devices, such as: mechanical power transmission and die design. Advanced manufacturing technology, their methods, terms and applications will be discussed as well.

MENG2007 Dynamics of Machines
This course is designed to teach the students the kinematics and dynamics of machines and their components. Mechanisms, their design and standard components are discussed for future application.

MENG2008 Cantral Technology I
This course is developed to provide wide knowledge in pneumatic and electra-pneumatic control engineering for the design, troubleshooting and creating industry related control circuits. Lectures in theary with large amount of practical exercise.

MENG2010 Cantral Technology II
As the continuity of Cantral Technalagy I, this course will introduce Programmable Logic Controllers (PLCs). With the combination of energy media, control systems and be reviewed, and further application of actuators, sensors, processors and softwares will be discussed for the design of controls in different industries.

MENG2015 Mechanical Installations I
The basic aspects of mechanical systems in buildings.

MENG3001 Theory af Structures
The various loads acting an a building and their effect an structural design are analysed in this course. Particular emphasis is placed on analytical and graphic analysis of structural elements.

MENG3002 Building Engineering
this course builds an the concepts explored in MENG3001. Topics include structural steel and reinforced concrete structural design.

MENG3004 Theory of Structures
Analysis af rigid frames, moment distribution, influence lines, trusses, arches, and deflectars.

MGMT1001 Management Theory I
This course intraduces the theary and practice of management in the Canadian context. Emphasis is placed an organizational culture and environment, decision making, planning, motivation, leadership and communication skills.

MGMT1003 Management Theory II
This course presents human resource management and the control process, legislation affecting HRM, performance evaluation, departmental budget preparation and social responsibility and ethical considerations.

MGMT1005 Small Business Management

MGMT1006 Small Business Management
This introduction to small business management describes the different forms of business ownership typically seen in residential construction along with the economic and government policy framework within which the industry operates. Aspects of financing and contract law are examined, while good purchasing and inventary control practices are outlined and analyzed.

MGMT1009 Small Business Management
This course introduces students to the basic principles involved in starting a small business: establishing the form of ownership, developing a financial plan, communicating effectively, controlling an enterprise and meeting federal and provincial tax and employment requirements.

MGMT1022 Small Business Management
This course introduces students to the fundamental principles and planning necessary in managing a small firm. Emphasis is placed on the preparation of a business plan. Business opportunities are assessed as well as management practices including marketing, financial matters, internal operations and tax management. The student will get involved in decision making using case studies.

MGMT2003 Production Management
Further skills from production scheduling by developing those aspects of material requirement planning needed for production and the just-in-time methods used in the fashion industry.

MGMT2004 Management Strategy
Learn to identify appropriate business policies and opportunities useful in determining the most effective business strategies under existing market environments.

MGMT2004 Operations Management Applications
This course will combine the theoretical and practical knowledge necessary to function effectively in the fashion and apparel industry. Emphasis is put on solutions in product planning, scheduling, manufacturing and distribution methods as a management function. There will be extensive use of computer software and project management techniques.

MGMT2005/2008 General Management I and II
Students will understand and be able to demonstrate basic management skills in an office environment. Topics include: current management thearies, motivation, delegation, team-building techniques, communication, coaching staff, effective meetings.

MGMT2009 Fundamentals of Management
This course gives a realistic picture of a manager's job and the changes introduced aver the past few years. It points out the skills that managers must apply to achieve crucial goals and performance standards. It also shaws that managing within an organization is a mixture af intuitive and scientific decisian-making judgement, the application of skills and the performance af various roles.

MGMT2011 Management Theory II
This course refines techniques of managerial planning, organizing, controlling and directing in health care settings. Areas covered include problem analysis, job design, delegation, committee work, departmental budgeting and proposal writing and presentation.

MGMT2013 Small Business Management
This course involves sound business management through planning and budgeting, setting up accounts and preparing a prospectus for bank financing. The student learns that to operate for profit it is necessary to contral the business according to plans. The student is taught how ta advertise and promate sales, supervise, estimate, and mark-up and price for prafit.

MGMT2014
MIL502

MGMT4005 Supervisory Techniques
In this course, the student will come to understand the role of the foodservice supervisar in the organizational structure. The principles af human relations and the application of management tools are discussed.

MGMT5002 Small Business Management
This course introduces the student to the basics af setting up a small business. Topics include selecting the appropriate legal form of business, negotiable instruments, insurance and bankruptcy. In addition, this course will help the student to understand marketing, planning and risks in business.

MGMT5003 Small Business Management
This course gives students in refrigeration and air conditioning an overview of contract law. Topics include the requirements for an enforceable contract, discharge af contract, breach of contract, remedies far breach, secured credit, bankruptcy, negligence and torts, and the Construction Lieu Act.

MGMT5004 Small Business Management
A brief introduction to accounting basics, taking the student through the steps involved in preparing an income tax statement and balance sheet.

MGMT5006 Small Business Management
This course consists of the following eight categories: technical description; work orders; the order form; telephone techniques; public relations, memos; job search; and the Occupational Health and Safety Act. Studying these topics will help the student effectively write, organize, and express given materials in a concise form and become aware of various health and safety roles from governing institutions.

NURS1001 Nursing Theory I
This is a basic nursing theary course which assists the student in assessing how individuals meet their universal and developmental self-care requisites throughout the life cycle. Basic nursing foundation, beliefs and values are discussed with attention to the development of a professional identity focusing on accountability and responsibility. The concept of professional membership and nursing and health teams is introduced.

NURS1003 Nursing Practice I
This course provides the student with the opportunity to put nursing theory to practice through simulations, computer tests, and laboratory practice at nursing skills. Students select community experiences to enrich their understanding af individuals at various stages of the life cycle. Hospital experiences are scheduled to provide the student with an aportunity to plan and implement care for a client.

NURS1004 Human Relations
This course provides the student with the knowledge and skills to develop effective interpersonal relationships. Students have an opportunity to reflect on their own self awareness aswell as interact within a graup setting. The principles of communication are discussed related to the development of a nurse-client relationship. Students learn to use therapeutic techniques as part af their helping relationship with clients.

NURS1007 Nursing Theory II
This course focuses on the nursing interventions to assist individuals with comman health deviations to meet their needs. Health promotion strategies and community resources are discussed. Body responses and clinical manifestations are integrated throughout the course as well as therapeutic interventions including pharmacology. Professianalism, ethics, legislation and standards are examined as they relate to nursing practice.

NURS1008 Nursing Practicum II
This course provides practical nursing students with opportunities to integrate knowledge from Nursing as well as the social and biological sciences into the planning and implementation af nursing care far individuals in a simulated environment and in long term, community and tertiary health care settings.

NURS1010 Transcultural Health
This course enriches the students' knowledge of the influence of cultural beliefs an daily activities and significant events in the life cycle. Students have an opportunity to select and research a specific culture. Through presentations, students discuss the impact of cultural values and beliefs on health care in a multicultural environment.

NURS1011 Theary af Nursing Practice
This course will discuss a theoretical nursing framework with emphasis on assessment of the individual's ability to meet his/her health deviation self-care requisites in relation to comman health deviations. Methods of prescribing nursing assistance will be presented. This course will continue to explore information about nursing and the law and professional responsibility as a member of the health team. Current trends in nursing practice will be addressed.

NURS1012 Nursing Practice II
This course will provide selected opportunities for students to apply a theoretical nursing framework to individuals with simple common health deviations

NURS1013 Community Health Nursing I
This course facilitates the students' comprehension and application of health assessment models, Epidemiology, Critical Social Theary, and health legislation relevant to them in the community. The course includes theary and practicum components.

NURS2001 Nursing Theory III
This course will discuss a theoretical nursing framework with emphasis on assessment of the individuals' ability to meet his/her health deviation self-care requisites related to specific diagnostic and therapeutic interventians. Methods af prescribing nursing assistance will also be presented. Part of this course will explore nursing ethics as it relates to the practicum. Emphasis will be an the role of the nurse as a patient advocate. Discussion of current trends will continue.

NURS2002 Nursing Practice III
This course will provide selected opportunities for students to apply a theoretical nursing framework to individuals with comman health deviations who require specific diagnostic and therapeutic interventions.

NURS2003 Nursing Practice IV
This course will provide opportunities for the student to apply a theoretical nursing framework to individuals with complex common health deviations who require specific diagnastic and therapeutic interventians.

NURS2004 Nursing Theory IV
This course will discuss a theoretical nursing framework with emphasis on the assessment af individuals with complex comman health deviations. Methods af prescribing nursing assistance will also be presented. Part of the course will explore implications for nurses arising from current legislation. The student will be introduced to his/her role regarding membership in professional nursing organizations, e.g., C.N.N., R.N.A.O., O.N.A. Current trends in health care will be discussed.

NURS2005 Community Health Nursing II
This course will facilitate the students' comprehension and application of interpersonal skills, such as communication, advocacy, alternative health practices and adaptive technical skills, in arder to assist the individual with health care needs in the community. The course will include theary and practicum components.

NURS2005 Community Health Nursing IV
This course will enable the student to utilize previous knowledge and experience to assist an identified group in eh community to achieve health related goals through community action. The course will include theary and practicum campanents.

NURS2006 Community Health Nursing III
This course will facilitate the students' comprehension and application of therapeutic assessment and intervention to maintain and/or improve family health in the community. The course will include theary and practicum components.

NURS2007 Nursing Theory III
This course focuses on nursing interventions to assist individuals with health deviations including mental health and maternal/newborn. Health promotion strategies and community systems are examined. Body responses and clinical manifestations and therapeutic interventians are integrated throughout the course. Professional trends and issues are discussed as well as career and development planning.

NURS2008 Nursing Practicum II
This course provides practical nursing students with opportunities to integrate knowledge at nursing, the community and sciences into the care of individuals in long-term care or nursing home settings. Students are provided the experience of administering medications as well as a research project in the community related to health care. Emphasis during this course will also be placed on health assessment.

NURS2009 Nursing Practicum IV – Pregraduate
This course provides practical nursing students with the opportunity to further develop their critical thinking and problem-solving abilities through a more independent experience. Students will be partnered with a registered practical nurse in a health care agency or community for the pregraduate experience.

NURS3001 Nursing Theory V
This course will discuss a theoretical nursing framework with emphasis on the assessment of individual's with common advanced health deviations ability to meet self-care requisites. Methods of prescribing nursing assistance will be presented. Part of the course will explore implications for nurses regarding legislation, current and future trends in health care.

NURS3002 Nursing Practice V
This course will provide opportunities for students to apply a theoretical nursing framework to individuals who require specific therapeutic interventions and whose health is in the range of moderately to severely ill.

NURS3003 Nursing Theory VI
This course focuses on the integrative phase of nursing. Emphasis will be on developing leadership skills and independence as an active member of the health team.

NURS3004 Nursing Practicum VI
This course will provide opportunities for the student to apply a theoretical nursing framework to individuals on all levels of the health illness continuum. Emphasis will be on consolidation of all previous learning experiences.

NURS4001 Critical Care Nursing Theory and Lab General
The core nursing theory and skills essential for the registered nurse caring for a critically ill patient practised in classes and clinical settings.

NURS4002 Critical Care – Pathatherapeutics
The core concepts of biodynamics, stress, adaptation, deviations in relation to the vital systems.

NURS4003 Critical Care Nursing – Practical – General
The clinical application of theory and skill abtained in critical care nursing.

NURS4004 Critical Care Nursing – Theory – Advanced
Gain the knowledge and skills necessary to care for the unstable critically ill patient with multi-system problems in a sophisticated critical care setting.

NURS4005 Critical Care Nursing – Practical – Advanced
The clinical application of theory and skill already abtained.

NURS4011 Operating Room Nursing –Theory/Labs
This course provides a study of the principles and practices of aseptic technique and surgical techniques essential tar the nurse to function as a member of a surgical team.

NURS4012 Operating Room Nursing – Practical
This course provides clinical application of the aseptic and surgical techniques learned in operating room nursing.

NUTR1005 Nutritian
In this course, the hospitality student learns to plan menus which take into account normal nutritional requirements and, in addition, alternate approoches such as, vegetorian, law-fot and high fibre diets. The course cavers nutritianal needs aver the human life cycle.

NUTR1006 Nutritian for Fitness
This course details the metabolism of carbahydrates, lipids, proteins, vitamin, and minerals in the body. The caurse covers the role of nutrition for maintenance af averall good physical health.

NUTR1007 Nutritian
This course detoils basic nutrition, the role of carbahydrates in the prevention of dentol caries, and oral clinical signs from vitamin and mineral deficiencies. This course prepares the dental hygiene student for personalized dietary caunselling of clients in a clinical setting.

NUTR2001 Nutritianal Guidance
This course introduces the student to the Canada Food Guide. Students learn variaus diet analysis techniques. The student uses nutrition causnelling to assess each of their Employee Fitness staff member's nutritional status and provide guidelines for improving their overall physical health.

NUTR2002 Nutritianal Guidance (Special Cases)
This course details certain diseases and disorders such as hyperlipoproteinemia, diabetes, hyoglycemia, hypertension, gastraintestinal, obesity and cariavascular. The course covers the diet therapy used in these disorders.

NUTR3001 Nutritian
This course includes the basic principles associated with nutrition and diet therapy. Beginning with a general review at the gastraintestinal system, energy sources and macranutrients, a more in depth discussion an nutrient function, dietary saurces, recammended intakes, deficiencies and excesses, and evaluation af awn nutritianal status follows. Other aspects of nutrition will be considered such as weight control, madern food technology and aging. Finally, aspects of nutritian related to disease, physical and mental health will be examined.

NUTR4001 Therapeutic Diets
The student will came to understand the principles af dietary modifications and their implementation and will learn how to adapt menus to meet the dietary needs of patients.

NUTR4002 Advanced Nutritian
This course provides the student with an advanced knowledge and understanding of the science of normal human nutritian.

OP1001 Medical Office Procedures I
The qualifications and responsibilities of a medical office administratar, a brief history of the medical profession, the role of the holistic approoch to medicine, administrative systems management, medical scheduling systems and the importance of time management.

OP2002 Legal Office Procedures II
This course introduces the student to the basic procedures involved in the area of civil litigation, family law contracts, and divorce actions and enables the student to prepare the necessary legal documents.

OP2003 Office Procedures
This course prepares the student far an affice career through a current and comprehensive introduction to office procedures. This will include topics an "technical" office skills and material an broad transferable skills that can be used in any job.

OP2005 Legal Office Procedures III
This course introduces the student to the basic procedures involved in the areas af corporate, real estate, and estate law and enables the student to prepare the necessary legal cammunications and documents.

OP2006 Legal Office Procedures I
This caurse introduces the student to the basic procedures at a law affice. The student learns to prepare legal cammunications and documents. Emphasis is placed an developing work habits needed to become a campetent legal secretary.

OP2007 Medical Office Practice II
Learn to perform fiunctions camman to the medical environment, including production of written correspondence, medical forms, medical records, making travel arrangements, and organizing meetings. Learn the importance of ethics and the law as it relates ta medicine.

OP2008 Medical Office Practice III
Learn to function with the OHIP and WCB guidelines including completion of medical accaunts and various related forms. Learn the financial aspects of the medical affice and an introduction to clinical procedures.

OP2009 Supervisory Techniques
This course deals with understanding people; selecting and training employees; resistance to change; employee mativation; planning, developing and implementing a daily work schedule; setting objectives, measuring results and efficiency; and applying the technique af flowchanting and layout analysis ta improve administration.

OP2010 Legal Supervisory Techniques
This course deals with problem-solving and team development; team development; business ethics; resistance to change; confidentiality and its ramifications; planning, developing and implementing a daily work schedule; setting abjectives; measuring results and efficiency; and applying the technique af flowcharting and layout analysis ta improve administration in a legal environment, especially as it pertains ta limitation periods.

ORTH1007 Materials and Laboratory Techniques
The student will have the apportunity to develop minimal technical skills necessary to enter the profession as a technician to fabricate Orthotic/Prosthetic devices ta the specifications af a patient's measurement chart.

ORTH1008 Fabrication Theory
This course is designed ta provide an understanding of the history, materials, campanentry, alignment criteria and fabrication techniques necessary for making Orthotic/Prasthetic devices. Also the indications and contra-indications af patient use.

ORTH1010 Fabrication Theory
This course is clasely coordinated with laboratary fabrication to help the student better understand the history and development of various orthatic and prosthetic devices. Topics include fabrication techniques and procedures, as well as cammon materials usage.

PATH1001 Pathaphysiology I
This course is designed to provide the Dental student with an introduction to the study of disease. A classification of disease etiology is presented. General cellular and campensatory changes to pathology are examined, including body defences. Cammon body manifestations, as well as frequently used treatment modalities, are also examined. The concepts introduced in this course provide the faundation necessary to comprehend bath systemic and oral disease. It is presented in a lecture/discussian format.

PATH1003 Pathology
Pathology provides students with a general introduction to the concept af disease and how it alters physiological functioning. Topics include general body responses to injury as well as selected disease entities which have particular implications for fitness assessment and exercise prescription. Special emphasis is placed an medications and their possible effects on vital signs and exercise capacity.

PATH1004 Oral Pathology
This course provides an overview af the etiology, clinical features, management and significance af the major pathological processes effecting the oral cavity, with the exception af pulpitis and periodantal disease. The significant oral manifestations af systemic diseases are also cavered.

PATH1005 Pathophysiology II
This course is designed to provide the dentol student with a camprehensive understanding af common disease processes af the major body systems. The oral manifestations af each systemic disease, as well as the oral complications of treatment madalities are highlighted. The knowledge gained fram this course will assist the student in his/her clinical practice by allowing him/her to assess clients in a systematic, halistic manner.

PATH1005 Pathology I
This course is designed to provide the student with a knowledge of the basic principles af pathology. The underlying physiologic mechanisms of disease will be discussed and the knawledge acquired, applied to specific disease systems. Throughout the course, medical terminology will be emphasized as well as analysis af several of the majar argan systems in terms of etiology, clinical manifestations pathoggenesis, diagnastic procedures and current methods af treatment.

PATH1007 Oral Pathology
Gain a basic understanding af aral pathology including the etiology and clinical consequences of the major dental diseases through extensive use of visual aids, primarily slides and handouts, measures which can be employed ta prevent ar control dentol diseases, methods af early detection.

PATH1010 Pathology II
This course is designed to continue the detailed analysis af diseases of the human body's majar argan systems in terms at the etiology, pathagenesis, clinical manifestations, diagnostic procedures and current methads at treatment. Throughout the caurse, the importance of medical terminology and anatamy and physialagy to the understanding af basic pathalogy is emphasized.

PATH1011 Pathology and Therapeutics I
This course will discuss simple body responses and manifestations to simple camman health deviations. An introduction to pharmacology will be presented.

PATH2001 General Pathology
Learn to define terminalagy related to the study af disease, identify the causes of disease, describe the varius types at therapeutic interventians and identify the causes af fluid and electralyte imbalances.

PATH2002 Pathology
This course is a review af medical canditions affecting the varius body systems with a detailed study of canditians and their treatment.

PATH2005 Pathalogy and therapeutics III
This course will discuss complex camman health deviations. Diagnastic and therapeutic interventians will be explared.

PATH2006 Pathalogy and Therapeutics II
This course will discuss complex body responses ta camman health deviations and selected simple, camman health deviatians as they affect narmal functianing. Diagnastic and therapeutic interventians will be explared.

PATH2006 Pathology and Therapeutics II
This caurse will discuss complex body responses ta camman health deviations and selected simple, camman health deviations as they affect normal functioning. Diagnastic and therapeutic interventions will be explored.

PATH3001 Pathalogy and Therapeutics IV
This course will discuss camman advanced health deviations. Diagnastic and therapeutic interventians will be explared.

PATH3001 Pathalogy and Therapeutics IV
This course will discuss camman advanced health deviations. Diagnastic and therapeutic interventians will be explared.

PHAR1001 Pharmacalogy and Emergency Care
This course is designed ta provide the Dental Assisting student with a basic understanding af the general principles af pharmacalogy, as well as camman medical emergencies which may accur within a dental practice. Specific drug groups which are used in dentistry, as well as thase which may camplicate dental care, are presented. Prerequisites: BIO115, BIO104.

PHAR2001 Pharmacalogy
This course is designed to introduce the student to the use af drugs as therapeutic agents. The student will learn to recognize the medical usage af various agents and any chiropadial implication.

PHSL1002 Muscle Physiology
This course details the anaerabic and aerobic energy systems, axygen deficit and debt, inverse and inverse myotatic reflexes, the physalagical changes that accur during strength and endurance training, and the acute and chronic effects af fluid lass during exercise.

PHSL1003 Physiology For Orthatics/Prasthetics
This course covers the development, structure and function af banes, the nervous system, muscle and tissues under normal and pathalogical canditians as they may be seen in regards ta prasthetics and arthatics.

PHSL1004 Physiology of Exercise
This course focuses on the cardiovascular and respiratory systems. Students are introduced to the normal physiological responses at rest, and during exercise in the apparently healthy, fit and unfit, alder, and high risk individual. Long term adaptations following exercise will be studied as well as the effect of different environments on performance.

PHSL2001 Pharmacalogy and Physiology
This course is designed to familiarize the students with basic principles af pharmacalogy and related physiological processes and to provide an overview of the pharmacalogy af psychoactive drugs.

PHSL4001 Basic Psychalogy
In this course, the student will gain knowledge an and understanding af the structure and functianing af the human body in relation to health, disease and nutritional status.

PHY1006 Introduction to Physics
This course is a review of basic physics and its application ta health sciences. It covers the general properties of matter mechanics and ather related topics.

PHY2002 Physics
This course continues with electrical theary and its applicatians ta printing technalagy. In addition, there will be an introduction ta light, aptical instruments and the theary af illumination and calaur.

PHY2003 Physics
This course will continue electrical theary inta basic AC circuits and introduce some topics in electronics and solid state physics which are relevant ta the graphic arts industry. Some topics in electra-aptics are also cavered.

PHY2004 Applied Physics
This course includes kinematics (linear matian) and kinetics (force and matian). Flaw in open channels, Bernaulli's equation, siphans, and Archimedes principle are studied.

PHY2005 Applied Physics
This course laaks at properties of matter and fluid stotes, including elementary flaw of fluids and open channel flaw.

PHY2007 Modern Physics
An intermediate physics course far technalagists. The course examines three af the majar areas af 20th-century physics: special relativity, quantum mechanics, and nuclear physics. Exposure to an introductary physics course is assumed.

PHY2008 Modern Physics
Newtan's laws af matian, energy, canservatian af energy, conservation af mamentum and collisians will be reviewed. Electramagnetism includes: charge particle trajectaries, electramagnetic waves, spectrum, speed of light, diffractian, X ray spectrum, photoelectric effect, Campton effect, wave particle dualism. Quantum theary, Bahr atam, energy levels, insulatars, canductars, semiconductars are discussed.

PHY5001 Physics
This course covers the physics applying ta heating and cooling and includes such topics as: properties of matter, fluid statics, fluid power and fluid flow; wark energy and power; temperature, heat, specific heat, latent heat, sensible heat; and heat exchange, cooling, linear expansion and gas expansion.

PHY7004
This course is the second in the series. It includes gas laws, electricty, and magnetism.

PIAN1001 Tuning
The student is intraduced to basic tuning techniques. The emphasis is an learning to hear beats, tuning octaves, unisans and temperament.

PIAN1002 Upright Rebuilding
The student is intraduced to the upright piana action, learning the principles af how the actian works, parts replacement, how to repair and how to regulate it.

PIAN1003
See PIAN1002

PIAN1004 Applied Mechanics and Physics at thePiana
The physics studies in this course are directly related to the piano and music. It includes the study af levers and acoustics.

PIAN2001 Tuning
This course continues ta develap the skills learned in PIAN100. Pitch raising and vaicing are discussed and practised on the pianas being rebuilt.

PIAN2002 Actian Regulatian
This course is similar to PIAN101 with the focus an grand piano actian.

POLI1001 Palitical Science I
A study af palitical processes in the cammunity as they affect the role and tasks af the cammunity worker or cammunity organizer. The first year is an introductian ta palitical structures. The major divisians in society are identified, and their effects upon the palitical system are discussed.

POLI1002 Palitical Science II
See POLI1001

POLI2000 Palitical Science III
Students will develap further understanding of Canadian palitical processes with special facus an the consequences af social palicy for various graups. Modes of citizen participatian in the palitical process will be discussed.

PRDP1001 Introduction to Printing Plant Processes
An introductian ta printing plant processes, affice structure and personnel, and invalves concepts related ta plant layauts, production cardinatian/scheduling and estimating functians, including the estimatian af a simple jab.

PRDP2001 Production II
The proper use of the technical tools af graphic designers, mechanical assembly, presentation, printing specifications and type mark-up, graphic reproduction methods such as one and twa colour printing, duotone, screen printing, offset and litha printing.

PREP1001 Vocatianal Skills/Assessment I
Use individual interests and abilities to identify a realistic career plan through extensive vocational assessment and testing and jab shadowing.

PREP1002 Vocatianal Skills/Wark Placement II
Learn how to complete a realistic career plan, workplace safety and legislation with at least one wark placement relevant to the student's career plan.

PREP1004/2001/2002 Field Integratian
The Field Integration seminar is intended to provide a supportive environment in which students may integrate their academic studies and field practice.

PREP2003 Assessment in Career Counselling: Inventories and Interpretations
Enables students to examine a variety of commanly used inventories in career and vocational assessment.

PREP5009 Academic Technical Curriculum
This course cavers general mathematics, including fractians, decimals, per cent, ratia and praportian, algebraic formulae and applied geametry; measurement, including use of rulers, gauges, calipers, micrometers and verniers; blueprint reading; computer applications, including an introduction ta BASIC programming. The student is introduced ta jab search strategies, resumé writing, interview techniques and assertiveness training.

PREP5010 Trades/Technical Curriculum
The student is introduced to the use of a wide variety of hand and power tools; construction carpentry and woodworking, including turning, finishing, basic cabinet making, demolition, studding, drywall; metal work, such as drilling, tapping, cutting, milling, sheet metal layout; electricity; plumbing fundamentals, such as installation of sink and toilet; and health and safety, including use of ladders and scaffolds, safe lifting and carrying techniques and WHMIS.

PROP1004 Clinical Extension
This course constitutes a directed clinical practice in the Health Record Department of a health care facility. The student will apply knowledge of health record keeping practice and management principles, and will acquire and practice skills at a health record practitioner.

PROP1007 Amenity Management
Housekeeping costs, cost of labour, direct and indirect costs. Organizing labour, group and individual cleaning, group and spot relamping. Effective housekeeping program, training, supervision, organization, scheduling, equipment and materials. In-house cleaning, determining costs, area summary, time standards, labour estimates, work loads/scheduling, quality control and supervision. Contract cleaning, preparation of tenders, cleaning contract, selecting.

PROP1008 Mechonical Systems Management I
Building structures, types of building, loads and stresses, construction techniques, construction materials, roofing systems, window construction, paint types, maintenance. Plumbing and drainage, cold water supply, valves, water hammer, hot water systems, heat exchangers, drainage systems, tools and equipment. Thermodynamics. Heating systems, forced warm air systems, fan maintenance, electrical heating equipment, piping systems, steam heating systems, condensate return systems, vapour system, maintenance. Boilers, boiler classifications, operations and maintenance, boiler explosions, logs, annual service, controls, pilots, purge. Air conditioning, fresh air, filters, controlling temperature, cooling, refrigeration system, operation and maintenance.

PROP1009 Amenity Management II
Cleaning materials and equipment. Purchasing, value, economies of scale, supply and demand. Purchasing techniques and procedures, organization, inventory control, purchase orders as a internal control. Program at safety and security. Control and use of porking and visitor areas. Control and use of lobbies, entrances, laundry rooms, storage facilities and balconies. Control and use of elevators, stairwells. Pool programming and maintenance, hygenic standards, pool legislation. recreational amenity budget. Schedule use of amenities. Rules enforcement. Changes to common areas.

PROP1010 Mechonical Systems Management II
Basic electricity, electron theary, electron flow, resistance, conductors, transformers, fuses and circuit breakers, emergency power, metering. Lightin, lighting quantities and units, lighting types, incandescent, halogen, fluorescent, mercury vapour, ballast function. Elevators, contruction, type, safety features, controls, operation, service and maintenance, surveys, emergencies, log books. Control systems, sensing and measuring, electrical controls, proportional controls, pneumatic systems, air compressors, dryers, thermostat types, calibration. Water treatment, water chemistry, measurement and control of impurities, corrosion, purchasing water treatment, safety, environmental responsibility.

PROP2003 Clinical Extension
The student will participate in a quality assurance medical audit or similar study and prepare a report on it. The emphasis is on the application of effective management and problem-solving skills and attitudes necessary for planning, organizing, directing, coordinating, and evaluating resources and procedures for a health information service in a health care agency.

PROP2006 Office Building Management
This course provides a fundamental knowledge of office building management including tenant mix, least negatiation, common area management, advertising and promotion, taxation, insurance and legal considerations.

PROP2007 Shopping Centre Monogement
This course provides a fundamental knowledge of shopping centre management including areas of tenant mix, lease negotiations, advertising and promotion, insurance, risk management and taxation.

PROP2009 Residentiol Monogement
Real estate market. Types af buildings and management problems, high rise, low rise, mid rise, townhauses, adult, family, senior citizens. Management policies, rentals, collections, tenant recoveries, inspections, purchasing, emergencies, security and maintenance, practical aspects of termination of tenancies and legal and illegal rents. Marketing residential units, suite mix, marketing plan., setting up rental office, advertising, lease structure. Budgeting building operations, manager's financial responsibilities, setting criteria, maintoring performance. Main management problems, lifestyles, tenant turnover, deliquency, vandalism, pest control. Dealing with authorities, by-laws. Energy management, energy use and cast saving.

PROP2010 Condominium Management
This course provides the student with the differences between the management of rental and condominium accommodation and a knowledge of condominium bylaws, declarations, director functions and the condominium act.

PSP1001 Film Imposition/Printing Surface Preparation
Learn abaut black and white, line calaur and halftone stripping, job planning and layaut of line and halftone negatives, separation and the preparation of folded dummies and layout sheets for various types of bookwark, darkroom techniques for making contacts and duplicates and making presensitized offset plates, one and multi-calaur line negative stripping, pagination concepts using PCs.

PSP2001 Film Imposition/Printing Surface Preparation
The techniques of black and white, calour and four calour process film stripping, including contacting, step and repeat, spreads and chokes and an introduction to the programming and operation of a photocampasing machine and a number of different pre-press colour proofing systems, the use of PCs to move, store and retrieve digital data for pagination.

PSP3001 Film Imposition/Printing Surface Preparation-Calour
This course emphasizes four colour process stripping procedures, including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student, incorporating the various screen angles and tints. Further experience in manual step and repeat methods and machine photocomposing.

PSP3004 Introduction to QuarkXPress, Photoshop, Illustrator
This course introduces QuarkXPress, Adobe PhotoShop and Adobe Illustrator as it pertains to the prepress segment of the Graphic Arts Industry. Students gain an insight into Spreads and Chokes, trapping, merging of files from one program into another. Manipulation of images with respect to colour, colour correction, cropping and calibration and use of various types of printers and imagesetters.

PSP3005 Electronic Prepress and Image Assembly – Colour
Process colour assembly procedures using computers most accepted by the graphic arts Industry, spreads and chokes, fake colour and colour separations prepared electronically using QuarkXPress, Adobe Photoshop, Colour studio and other popular software, electronic pagination with emphasis to preparing for the desktop environment, pre-press equipment.

PSP5005 Film Imposition and Offset Platemoking
A basic course for black and white line colour stripping. The course introduces job planning and layout of flats containing line and halftone negatives. Proofing and platemaking procedures and contacting procedures will be included.

PSY1003 Psychology of Women
The issues regarding the psychology of women based on personal perceptions and experience, feminist psychological theary and current research data.

PSY1005 Intro to Psychology
The major topics and ideas in general psychology and their relevance to child and youth care, how the brain works, why people dream, cognition and thinking, motivation, and the nature of learning and behaviour modification.

PSY1007 Human Growth and Development
Gaan the knowledge of basic developmental patterns in children to recognize both normal and abnormal behaviour, physical, emotional and cognitive growth, the thearies of Erik Eriksan and Jean Piaget.

PSY1010 Infont and Child Development
This course examines the development of infants and young children from conception to adolescence. The areas of physical, cognitive-language and socio-emotional development will be examined at different stages of development, with particular emphasis on the role of the adult in fostering development. It is hoped that the knowledge gained from this course will serve as the foundation for the student's work in teaching young children.

PSY1011 Infont and Child Development
This course will examine the growth and development of the child from conception through middle childhaod. The focus will be on the physical, social, cognitive and emotional development of young children. Current research findings and theoretical advances will be discovered particularly in terms of their application to the lives of children.

PSY1014 Human Growth and Behaviour I
This course examines personality development and the normal age and stage developmental patterns aver the entire life span.

PSY1026 Developmentol Psychology
This course presents a holistic view of human growth and development with particular attention focused an the interaction of cognitive, social and personality development through various thearies of lifespan development.

PSY1029 Applied Psychology
This course provides students with a general overview of the field of gerontology. Psychological and social issues which impact upon aged individuals are examined. Theoretical and practical approaches are utilized to provide a broader understanding of what it means to be an older adult in Canadian Society.

PSY1030 Introduction to Psychology
Through study of the five major schools of psychology students will gain understanding of human behaviour, cognition and affect.

PSY1033 General Psychology
This course deals with the basic principles of the science of mind and behaviour. The student will be encouraged to explore the major theories of personality development, states of consciousness, stress and health, psychological disorders and therapies.

PSY1035 Introduction to Psychology
This course introduces students to the diverse topics studied in psychology. Students will be exposed to the key theories and leading research in perception, memory and cognition, personality assessment, learning, emotion and motivation, stress and coping, psychopathology and therapy, brain and behaviour and research methodology.

PSY1036 Interpersonal Psychology
The focus is upon self-exploration and personal awareness. The class incorporates lecture, discussion, demonstration, experiential exercises, and active participation, with the emphasis always upon learning what we feel, think and believe about ourselves and others, and the ways in which these thoughts, feelings and perceptions affect our relationships with others. Topics include self-concept, stress, assertiveness, love, sexuality, listening and resolving conflicts.

PSY1038 Introductory Psychology
Introductory psychology is intended to introduce students to the basic tenets, schools af thought, and thearies of psychology. In this course we will examine not only the things people da by why they do them, as well as looking at ourselves in relation to the world around us.

PSY1039 Introductory Psychology
This course introduces many of the major areas in contemporary psychology and is designed to give the student a basic understanding of the workings of the human mind. This should enable the student to deal mare effectively with patients in clinical settings. The topics covered include psychology as a science, the nervous system, perception and sensation, memary, learning, cognitive processes, development, social interaction, and psychological disorders and their treatment.

PSY1039 Introductory Psychology
Learn the basic tenets, schools af thought, and theories of psychology. In this course we will examine not only the things peaple do but why they do them. Using methods of science, learning, motivation, perception and cognition will be explained.

PSY1045 Organizotionol Psychology I
This introductary course in organizational psychology focuses on the individual by examining the topics of personality, attitude, learning, perception, social attribution and interpersonal communication. The foundation of knowledge about the individual is used to understand the dynamics within and between groups.

PSY1047 Human Resources Monogement
In this course principles learned in human relations will be applied to the business world. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures and job satisfaction.

PSY1051 Human Growth and Development
The general study of human growth and development will be paralleled with the impact of deaf-blindness on development. Intervenor students will review the characteristics of each stage of development and the class will be involved in an in-depth examination of issues related to how individuals and groups communicate at each stage.

PSY2002 Fomily Processes
Learn the developmental stages that a family experiences during its lifetime. A systemic approach will be used as a framework to explore the stages of the family life cycle.

PSY2004 Human Sexuality
Gain an understanding of relevant information/ research relating to human sexuality, the ability to discuss, with greater ease, issues related to human sexuality, an awareness of the diversity of viewpoints and values in the area of sexuality while respecting the opinions and rights of others and an ease in discussing issues relating to sexuality with clients.

PSY2010 Organizotionol Behoviour II
This advanced level course in organizational psychology examines the critical topics of power, culture, conflict, stress and change in organizations. The effect of these aspects of the workplace on both the individual and the organization are studied. Prerequisite: PSY208 or permission of the professor.

PSY3002 Exceptional Children
Learn the characteristics of exceptional children and their education with a focus on the field of special education, gain a fuller awareness of exceptinalities to enable them to provide more effective services to their clients, resulting from developmental variances, genetic ar birth trauma disorders and/or environmental deficits. The emphasis will be on dealing with all children in a humane and caring manner.

PSY3004 Psychopothology
Learn to identify behavioural, emotional or thought problems serious enough to cause a young person distress and/or impinge on their ability to function as expected and how to understand, manage and predict behaviours stemming from psychiatric problems that clients display.

PSY3005 Living with Dying
This discussion-centred course examines the topic of dying and death using the frameworks af philasphy, psychology, sociology and everyday experience. The course explores the social, cultural and personal meaning of dying and death.

PSY3006 Social Psychology
This course focuses on how we think about influence, and relate to others. Social thinking deals with self-perception, attitudes and social beliefs. Social influence cavers cultural sources of attitudes, contormity and persuasion. Social relations deals with aggression and altruism, prejudice and attraction, conflict and peace making.

PSY3007 Generol Psychology
This course deals with theories and issues in human relations. The student is encouraged to explore personal patterns of communication, behaviour and belief, and to experiment with possible alternatives. Topics are selected by class members and active invalvement in classraom activities is important.

PSY4001 Introduction to Psychology
This course will provide the student with a sound understanding of human behaviour at the level at the individual, group and organizatian with specific emphasis on seniors.

QC1001 Work Measurement I
The basics of work measurement, special aspects of work in the fashion and apparel industry, the Time Study work measurement technique, using stopwatches and other specialized equipment, industry and training videotapes and relevant plant visits.

QC1003 Quality Control
Learn the concepts of quality in apparel products, the establishment of fabric and product specifications, in-process product inspection and assessment, and finished product evaluation.

QC2001 Quality Assurance
In this course S.P.C. principles and procedures teaches the essentials of statistical techniques used to control process variation in an industrial setting. The course stimulates participants to think in terms of systems, processes, problem analysis, prevention and continuous improvement of process output. This course will be taught according to standards, ISO 9000 and other guidelines.

QC2002/2003 Quality Control
Students learn the physical and chemical principles involved in paper testing and ink manufacture in the graphic arts field. The student will begin with an introduction to statistics and the mathematics of sampling. The principles are then illustrated by an experiment in sampling. The student will then carry out a series of experiments on a particular paper sample. A final report on the paper is submitted and similar tests are conducted for the ink portion of the course.

QC5001 Quality Control
Quality Control procedures as pertaining to the printing industry and related fields and the various segments within each are emphasized.

REAL2001 Real Estate Finance
Sources of mortgage financing. Financing commercial investment, qualification, appraisal, construction loans. Alternative financing methads, market innavations, junior mortgages, wraparaund mortgages, vendor financing, leasehold financing, equity participations, refinancing. Outstanding balances and final payments, applications of yields, banuses and iscounts, impact of financing on property prices. Real estate investment analysis, return measurement, equity dividend rate, cash an cash, holding period, after and before tax discounted cash flow, IRR on equity and capital, alternatives to IRR. Financial leverage, variations in net operating income, loan to value ration, interest rate, risk premium. Investment risk, risk and uncertainty, sources and types of risk.

REAL2002 Commercial Leases
Introduction, Landlord and Tenant Act, definition of commercial lease. Relationship of landlord and tenant, creation of relationship, lease and license. Essential terms and formal requirements, lease vs agreement to lease, assignments and surrenders. Premises and common areas, description, control, access, occupier's liability. Real property and other taxes, local improvements, business taxes, GST. Term of lease and renewals. Rent, operating costs, percentage rent, additional rent. Covenants. Priorities, landlods, mortgagees, tenant's creditors. Bankruptcy and insolvency of landlord and tenant. Assignment and subletting by landlord and tenant. Termination of lease otherwise than for breach, surrender, destruction, expropriation. Remedies for breach of lease, distress, suit, acceleration. Insurance.

RECM1001 Health Information Monogement – Theory I
Learn to identify the purpose and components of a health record, assemble a record, identify the numbering, storage and filing systems in use, use the patient index to locate specific records, identify methods of record control, identify legal and accreditotion standards for health records and conduct a quantitative analysis of a record according to specified format.

RECM1003 Health Information Monogement – Theory II
This course includes purposes of classifying diseases and operations, differences between nomenclature and classification, and the historical development of medical nomenclatures and classification systems. The value of indexes and registers, use of abstracting software, HMRI reports, and the importance of data quality are emphasized.

RECM1005 Health Information Monogement – Lab I
This course provides the student with opportunity to visit a number of Health Record Departments in various types of health care settings. Students will also practice Quantitative and Qualitative Analysis and release of information.

RECM1006 Health Information Monogement – Lab II
This course provides the student with the opportunity to gain experience in applying coding principles. Labs are held in the hospital applying coding principles based on documentation from actual health records.

RECM1008 Records Management
This course covers the various areas of records management, understanding basic records management concepts and the need for organization-wide records and information management programs.

RECM2001 Health Record Administration – Theory III
Learn to identify the benefits and problems of the Canadian health care system, the role accreditation plays in setting standards and the components of a quality assurance program.

RECM2003 Health Record Administration – Theory IV

The student will analyze and revise policies for departmental functions; evaluate the effectiveness of policies and procedures; justify and recommend the need for new equipment; evaluate the physical environment of o department; plan health data collecting and processing systems; organize departmental management reporting systems; rearrange ward flow; analyze the results of work simplification studies; ossess and revise job descriptions; review and revise forms; supervise health data collecting and processing; develop staff training and in-service education programs; develop quality and quantity standards; evaluate work performance according to criterio.

RECM2005 Health Record Administration – Lab III

A directed clinical practice in the health record department of a health care facility to gain practical experience.

RECM2007 Health Record Administration – Lab IV

This course constitutes a directed clinical practice in the Health Record Department of a health care facility. The student will apply knowledge of health record keeping practice and management principles, and will acquire and practice skills of a health record practitioner.

SBM MODULE 01 Entrepreneurship

The main goal of this section is twofold: first, to gain an appreciation of the difference between entrepreneurs and managers, and secondly, to help the students decide which type of small venture owner they are, or will likely be. This understanding is important in the choice of new enterprise alternatives, which is explored later in this module.

SBM MODULE 02 Introduction to Business Basics

This module is designed to provide the student with a "crash course" in the basic concepts and terminology of Canadian business. The focus throughout is on those topics which should be most useful to you throughout the Small Business Program.

SBM MODULE 03 Market Research

Module 3 introduces basic marketing and marketing research concepts and terminology. Students will gain an understanding of the purpose of marketing research and how it can help in solving problems, assessing opportunities and making more informed business decisions.

SBM MODULE 04 Feasibility Assessment

Successful completion of this module will provide the student with and understanding of whether their business concept can be expected to be financially viable and profitable. Feasibility assessment involves an investigation into the startup and operating costs for o business, and comparing these costs to the expected payoffs.

SBM MODULE 05 Understanding Financial Statements

The purpose of Module 5 is to provide the student with a basic understanding of the major financial statements. The module begins with the personal financial statements for an individual and then examines the financial statements for a business.

SBM MODULE 06 The Business Plan

This module develops the students understanding of the different types of business plans, their uses, and the people who use them; then, it helps students to begin their own business plan with their specific needs in mind. Students are also provided with a procedure to follow the development of their plan, and actually begin to write several sections of their business plan.

SBM MODULE 07 Organizing the Business

Module 7 is designed to acquaint the student with the most common legal forms of business ownership, namely the proprietorship, the partnership and the corporation. This module will also help the student to assess the suitability of each legal form for their small business. Students will also become familiar with the procedures for registration of their business and for incorporation.

SBM MODULE 08 Buying an Existing Business

Buying an existing business is one of the options which anyone intent on owning o business should consider. This module introduces the student to the many factors to be considered in the search for an evaluation of possible existing business opportunities.

SBM MODULE 09 Buying o Franchise

Once the student has established their own small business, they must choose from among the following three alternatives: start from scratch and develop o new business; buy o business that is currently in operation; purchase o franchise.

SBM MODULE 10 The Marketing Plan

This module provides the student with o framework for the completion of their draft marketing plan. Although a marketing plan should be relatively complete at the end of this module, there may be some changes which are later necessary due to new information which becomes available. Moreover, they may also discover that work in later modules necessitates alterations to the marketing plan.

SBM MODULE 11 Location Strategy

"Location, Location, Location" is the oldest axiom in retailing and no doubt has o great influence in the service and manufacturing industries also. Given the relatively high cost of real estate and leasing costs, the selection of a suitable business location for the venture can no longer be left to chance! In order to select o proper location, first consider the nature of the product or services.

SBM MODULE 12 Financial Plan

This module is designed to assist the student in setting the opening financial position, the anticipated results for one year on an income and cash flow basis and to establish a projected one year financial close position. A key module for the business plan and the pursuit of any outside financing sources.

SBM MODULE 13 Income Tax

This module is designed to introduce the student to some of the basic principles and concepts of the Income Tax Act and related statutes with particular emphasis on self-employed income and expenses, and taxes payable by a small business corporation. This module will introduce the basic principles of income tax planning.

SBM MODULE 14 Other Taxes

This module will introduce the students to some of the other taxes that are payable by small businesses. The taxes covered in this module include The Goods and Services Tax, Sales Tax, Payroll Taxes, Workers' Compensation and The Employer Health Tax.

SBM MODULE 15 Human Resources Legislation

As o small business owner or manager in Ontario, Human Resource practices and policies are controlled to a great extent by government laws and regulations. To earn the necessary information about the Employment Standards Act, Human Rights Code, Pay Equity Act, Occupational Health and Safety Act, Workers' Compensation Act, Retail Business Holidays Act and Labour Relations Act.

SBM MODULE 16 Networking and Time Management

Learn the value of both networking and effective time management, the networking process and those organizations which can help network. Instruction is given in the development of a personal networking plan.

SBM MODULE 17 Selling and Presentation Skills

While many entrepreneurs may believe they hove the product that "sells itself" or a business plan that hos been prepared without any missing information, ultimate success will not occur unless revenue is generated.

SBM MODULE 18 Customer Service

Customer service is considered by many to be one of the most important elements of o small business operation. With the increasing level of competition in business, customer service has evolved into o dynomic process, covering such oreas as inquiry, consultation, complaints, purchase decision and follow-up. This module brings together the key elements of customer service.

SBM MODULE 19 Government Assistance

Learn about the many types of government assistance which are available, develop an understanding of the ways in which information on such help may be obtained. A variety of specific assistance programs are described, os are several key government organizations (for those seeking help). Tips on obtaining assistance are also provided.

SBM MODULE 20 Legal, Regulatory and Licencing Issues

This module focuses mainly on the licensing requirements of small businesses at the municipal, provincial and federol levels. The module does not attempt to identify all licenses of legal issues; however, the most frequently used or most vital for the majority of small business types are described.

SBM MODULE 21 Procurement and Inventory Management

The purpose of Module 21 is to introduce the student to buying and the buying function. It is hoped that buying goals ore with o strong customer orientation which will co-ordinate with merchandise, the image of the business and the personnel, in order to offer the clientele a unique yet suitable offering at o profit for the business.

SBM MODULE 22 Computer Literacy

The student will achieve o basic understanding and experience practical work in the use of Lotus 1-2-3 and WordPerfect. The purpose is to give the student the ability to use the computer to put together the finol Business Plon. Topics covered include spreadsheet use ond poge writing.

SBM MODULE 23 Internationol Morketing

This module was designed to orient entrepreneurs to the basics of internationol trade. Market research (Module 3) and strategy ore examined, as well as selected aspects of finance, contract negotiations, trade logistics, and business communications.

SCI1002 Medical Terminology I

Learn to recognize ond explain the meaning of medicol terminology as it occurs in the medicol environment, whether written or spoken and gain a knowledge of the formation of medical terms and the shape, structure and function of the human body and its parts.

SCI1006 Health and Society

This recognizes that both social factors and social environment impact upon health and disease. Aspects of historicol medicine will be introduced and diverse practices of healing and public health will be examined. Students will discover how o variety of civilizations and individual physicions, writers and scientists perceive and experience problems of health and disease.

SCI1007 Engineering Science I

This course covers: definitions of fundomentol physics quontities and related units; force, occeleration, pressure, density; displacement, velocity and occeleration; Newton's Laws; rectilinear motion; rotational motion; kinetics; characteristics of a force; vector representation of a force; resolution of forces; resultont of a force system; principles of moments; couples; free body diagrams; equilibrium; properties of oreos; centroids; moments of inertia; friction; work and machines.

SCI2004 Noturol Sciences Project

In this double-credit course, students develop and work independently on o research project in Natural Sciences under the supervision of a faculty member. The results of the project are presented both orolly and in writing at the end of the semester.

SCI2005 Engineering Science II

This course includes the following topics: rectilinear motion, rototional motion, kinetics of rectangulor motion, properties of solids, shear force and bending moment diogroms, stress and strain.

SCI2006 Engineering Science IV

This course includes the following topics: curvilinear motion; momentum, energy and power; friction; mechonicol vibrations; dynamics of motion.

SCI3002 Engineering Science V

This course includes the topics: combined stresses; Mohr circle for stress; onolysis of thick-walled cylinders; deflection of beams by the double integration method; Mocaulay's method; continuous beams and the three-moment equation; stroin energy and dynomic loods.

SGND5001 Lettering

This course continues the hond-down method of lettering and introduces lettering with the showcard brush. The emphosis is on typography, the selection of proper typefoces and the imoginative use of colour.

SGND5002 Foundation Art

The student is tought a schematic method for the conventional representation of three dimensions on o flat surface. The course consists of drawing such simple geometric solids as cubes, spheres, cylinders and cones, developing complex forms by combining the basic forms, applying one, two and three point perspective to geometric forms and modelling in light ond shade. This course is preporatory to ART201 and ART210.

SGND5003 Design and Colour

Learn to develop basic loyout ideas into more complicoted designs, the relationship between trademarks, logos and blocks of copy and the sign, showcard or poster format, design loyouts for various projects using both formal and informal loyouts, design unified loyouts with proper stress on specific parts of the copy, colour volue scales and colour wheels, colour mixing and creating colour schemes for projects.

SGND5004 Signwriting

This course develops basic skills with pencil and lettering brush. Essentiol typefoces are studied and the student learns to drow correctly formed and proportioned Gothic (block), Helvetica, Slosh, Script and Roman. Practice work with o pencil alternotes on a regulor basis with developing skill in using the quill and maulstick. Projects incorporate the simple (basic) layout ideas studied in SIGN547.

SGND5005 Lettering

This course develops lettering skills. The projects are specifically designed to develop the student's ability and confidence, on which free-hond lettering depends. The quill and hand-down methods ore used. Lettering with pens assists the student to develop lettering skills and to solve spacing problems and weight distribution. There is emphasis on typography and an introduction of basic loyout.

SGND5006 Screen Printing

This course introduces students to the theory and practice of screen printing in the sign industry. Hondcut stencil systems and the practice of techniques involved in these systems form the main port of the basic course. The student receives hands-on experience constructing screens and printing simple one-colour prints.

SGND5007 Signwriting

This course familiarizes the student with some of the various materials used in the sign industry. The emphosis is on developing the student's lettering ability. The projects ore mainly point-of-purchase signs such as paper banners and posters. Materials such as hardboord and plywood, which the student learns to prepare for lettering, are introduced in the lotter part of the program.

SGND5008 Screen Printing

This course continues practice of knife-cut stencil techniques. The student becomes familiar with the basic tools and materiols used and studies layout and registering systems for multi-colour printing. Practicol experience screening close tolerance multi-colour signs forms the main port of the course.

SGND5009 Design and Colour
SGNW2001

SH1002 Machine Shorthond Theory

This course will enable the student to develop the posture and fingering necessary to develop the skills required to write cleor, concise, accurate outlines on the Stenograph machine, and to read and transcribe machine shorthand notes.

SH1003 Shorthond Speed Development I

This course will concentrote on the skills required to develop a minimum machine shorthond speed of 80 words per minute on Q&A and jury charge materiol.

SH1004 Shorthond Speed Development II

This course will concentrote on the skills required to develop a minimum machine shorthond speed of 120 words per minute on two-voice testimony, jury charge and literocy meterial.

SH1005 Shorthond Theory

This course enables the student to ocquire and develop the skill of recording spoken English using Forkner shorthand strokes, symbols and characters.

SH2001 Shorthond Speed Development III

This course will concentrate on the skills required to develop o minimum machine shorthond speed of 140 words per minute on two-voice testimony, jury charge and literacy meterial.

SH2002 Shorthond Dictation and Transcription

This course will concentrate on the skills required to record spoken English at o minimum shorthand speed of 60 words per minute over a three-minute period using Forkner shorthand and to transcribe the shorthond notes with 95% accurocy.

SH2003 Notetaking, Dictation and Transcription

This course covers the theory of notetaking, emphasizes the use of obbreviations and phrases, and practises the toking of dictation to be able to read unhesitatingly and produce accurate documents from these notes.

SH3001 Shorthond Speed Development V

This course will concentrate on the skills required to develop o minimum machine shorthond speed of 180 words per minute on two-voice testimony, jury chorge and literacy meterial.

SH3001 Shorthond Speed Development IV

This course will concentrate on the skills required to develop a minimum machine shorthond speed of 160 words per minute on two-voice testimony, jury charge and literacy meterial.

SHOW2001 Showcord Writing

This course presents those techniques, methods and materials used in o professional showcord studio. The student uses typefoces chosen for their ease and speed of execution. The specialized function of the showcard in advertising by theatres, retail stores, conventions and the hospitality industry is studied. Speciol emphasis is put on display lettering and speciol effects such as animation. The latter port of the course includes the study of calligraphy and manuscript writing for diplomos and certificates.

SOC1003 Sociology

Sociolization, culture, ethnic ond race relations, what is considered deviant, how societies attempt to control it, ethnicity, family traditions and spoken and unspoken expectations.

SOC1005 Sociology

This course introduces basic concepts of sociology and applies them to social institutions, communities and small groups. An emphasis is placed on those phenomena most frequently encountered by community workers.

SOC1006 Sociology

This course includes an introduction to the basic concepts in Sociology and gives students some beginning objectivity for looking at behaviour in groups, institutions and general society.

SOC1008 Sociology (Relevant to Deaf-Blind Persons)

Introduction to the basic concepts in sociology gives the learner some beginning objectivity and o way of looking at group behaviour, institutions, families, and society in general. The course will examine not only the way people behave but also why they behave os they do. Intervenor students are made aware of the psychological impact of deaf-blindness on different individuals. Specific attention is given to extremes in humon psychological development at all ages.

SOC1011 Introductory Sociology

This course examines how behaviour of the individual is influenced by the social groupings to which she/he belongs. The course is designed to develop an appreciation of the influences of key groups such os family, cultural groups, gender and formal organizations.

SOC1017 Political Sociology

This course is designed for the student who wonts to gain an overview of Canada's political system and a better understanding of current social and political issues. The course combines o variety of teaching approaches, including seminor discussion and field trips, to familiarize students with the political process in Conodo and to develop skills for analyzing political events and contemporory issues.

SOC1018 Sociological Perspective

This course introduces the students to the sociological perspective and uses it to examine the relationships among individual life experiences, current public issues and chonging social institutions, with an emphasis on Canadion society. Topics covered include: Individuals, Issues and Social Institutions; Social Inequality; Organizational Bureoucracy and Professions; Culture, Race and Ethnic Relations; Family and Gender Relations; and Deviant Behaviour and Social Control.

SOC1018 Sociological Perspective

This course introduces students to the sociological perspective and uses it to examine the relotionship among individual life experience, current public issues and chonging social institutions, with an emphasis on Canadion society.

SOC1019 Introduction to Sociology

This course will identify the basic perspectives of sociology. Students will examine these perspectives as they relate to the various aspects of Canadian society.

SOC1019 Introductory Sociology

This course will identify the basic perspectives of sociology. Students will examine these perspectives as they relate to the various aspects of Conadian society.

SOC1022 Sociology

This course introduces the student to the longuoge and practice of sociology. The course examines basic concepts, research and theories in sociology and uses them to explore our everyday life experiences and their relation to the cultural communities and social institutions that make up the wider Canadion society. Topics include the sociological perspective, culture, social actor, organizations, poverty, wealth and stratification, gender relations, family and deviance.

SOC1027/2004
See SOC204

SOC2003 Sociology of Women
This course explares and critically evaluates some of the major issues of the women's movement both past and present. The historical dimension of women's struggle far emancipation will be examined. Philosophical perspectives and cultural traditions will be evaluated in order to determine what effect they have had an women's self understanding as well as on their rale in society.

SOC2004 Social Science Project
An advanced research project in the social sciences.

SOC2010 Sociology II: Social Inquiry
This course is offered to students who have completed a one-semester course in sociology. The student will gain a more extensive understanding of contemporary theoretical appraaches and their use in analyzing everyday social interactians and the changing institutional structures that make up modern society. Topics include sociological inquiry, mass media, Canadian politics and the state, work and accupations, social control and social movements. Prerequisite: SOC1011, SOC2401, SOC240 or equivalent.

SOC3001 Sociology of Health Care
This course explains cantemporory themes and issues regarding health, illness and health care in terms of their relatian ta society and culture, with a particular emphasis on Canada.

SP1001 Screen Printing
Leawrn the fundomentals af the screen printing process thraugh the completian of a number of projects ranging from single-colaur through more challenging multi-colaur reproduction.

SP5001 Basic Mechanical Layaut and Typography
This course explores the basic fundamentals af colaur theory, mechonicol and creative loyout, design, and typography essentiol to effective graphic communication by screen process reproduction. The student is trained to execute mechanical layout as well as basic colour mixing, while exploring the theory behind effective creative layaut and mechanicol artwark.

SP5002 Photamechanical Reproduction
Learn about photamechanicol stencil systems and processing, darkroam procedures, process camera operation, line film processing and development, select on appropriate photostencil, execute processing, perform exposure tests to establish a permanent handling and processing system to attain optimum reproductive results, operate o process camero, calculate size and exposure time, and process and develop line film to the appropriate density and shorpness.

SP5003 Basic Stencil Film Impasitian
Learn the functions of the screen frame, fabric, stencil, job planning, manuol film cutting, screen frame assembly, fabric stretching and multiple mechanical layout for both single and multicolour reproduction, plan and execute mechanical layout, placing all necessory reference and registration marks in position, incorporating colour traps and bleeds in manuol film stencil cutting.

SP5004 Basic Manual and Mechanized Press Operatian and Production
Learn hond press set-up procedure, the functions of a printing press and its components, printing, ink coating blades and printing the manually cut indirect stencil, match colour and mix ink with the appropriate solvents to its proper viscosity and to execute o press set-up and select the proper printing blade, the techniques of manual printing, wash-up and screen reclaiming.

SP5005 Advanced Manual and Mechanized Press Operatian and Production
Learn to execute a press set-up and production run with minimum instructor assistance, supervise and control o production run for both job specifications and quality, ink and substrate compotibility and testing and proofing techniques.

SP5006 Advanced Film Impasitian
Learn about stripping and assembly of final film positives, evaluate mechanical artwark, understand colour breakdown and establish a production procedure for the complete processing and final assembly of film positives for multi-colour production, the use and selection of screened mechanical prints and their respective percentages, close cropping and film retauching, plan and develop mechanical layouts for both single and double-sided printing applications.

SP5007 Intermediate Manual, Mechanized and Photamechanical Processing
Learn to operate a semi-automatic press with instructor assistance, execute a press set-up and production run employing quality control and problem-solving techniques, evaluate and process photamechanical direct and indirect stencil systems employing exposure calibration and proofing techniques and wash-up and reclaiming procedures.

SPMK4001 Applicatians in Sport Marketing
Learn to integrate modern marketing theory with the sports industry, marketing sports products and services and the use of sport and sport-related activities to market consumer and industrial products, overview of the sports industry, characteristics of sports marketing and sports products, product extension programs, the sports marketing mocra and micra environment, elements and coordination af the sports market and, public and media relations.

SPMK4002 Sport and Event Marketing , Management
Gain o review of concepts, procedures and techniques pertaining to marketing management in general and introduces aspects which apply specifically to the field of sports marketing and event management, research, promotian, distribution, selling, use of media, marketing programs for speciol-needs groups, and the development, implementation and evaluation of integrated sports marketing programs.

SPMK4003 Sport and Event Planning and Management I
This course is designed to provide the students with a comprehensive understanding af special events and an overview of the industry. Students will review and analyze the evolution ar history at events/festivals from bath o historical and practical, cantemporory perspective. The student will gain a practical working understanding of events/festivals from the conception of the idea, development of o proposol, event execution, and event evaluotion.

SPMK4004 Sport and Marketing Practicum I
The student must secure college-approved employment with an organization/firm (min. 300 hours) for hands-on experience in monogement of o sport product or event. Discussion topics include development and presentation of sports events proposals, control system for sports/events, identifying and rectifying hazardous situations, relationships with municipol and provincial authorities and other regulatory bodies, insurance and product liability issues. Students must present o workshop based on co-op work experience and submit periodic reports.

SPMK4005 Media Applicatians in Sport
Examine the operations associated with both electronic broadcast media and print media, the practical and technicol aspects of producing and marketing o sport broadcast as well as managing effective relations with media organizations, financing o sport broadcast, network and independent broadcast productions, technical and support functions for o broadcast, marketing issues and strategies for o sport broadcast, print media facilities and monogement strategies.

SPMK4006 Licensing and Merchandising Sport Products
Examine the merchandising issues and strategies for sport products, including the rapidly growing area of licensing sport products, consumer behaviaur, product mix, depth and seasan, merchandise presentation, customer service strategies and tactics, cooperative advertising and promation, licensing apportunities and how to negotiate licensing agreements.

SPMK4007 Sports Event Planning and Management II
This course builds on the field experience acquired in SPMK4004 and follows the same workshop and reporting format. It pravides a vehicle for applying the concepts and practices introduced throughaut the program. The student may continue with the organization or the firm they worked with in the first semester or seek employment elsewhere, subject to approval at the college. A minimum af 300 hours (confirmed by the host organization) is required to graduate from the program.

SPMK4008 Sport and Event Marketing Practicum II
The student must secure college-approved employment with an organization/firm (min. 300 hours) for hands-on experience in management of o sport product or event. Discussian topics include development and presentatian of sports events proposols, control system for sports/events, identifying and rectifying hazardous situations, relationships with municipol and provincial authorities and other regulatory bodies, insurance and product liability issues. Students must present o workshop based on co-op work experience and submit periodic reports.

SPPE1002 Power Plant Heating, Refrigeration, Air Conditioning I
This course introduces the student to compression of various goses along with the various types of compressors. Included is the refrigeration cycle, classes af refrigerants, heating and air conditioning. Safe operation and control of various systems.

SPPE1003 Power Plant Boilers and Auxiliaries I
Learn the various Acts and Regulations which govern the safe and efficient operation af o steam power plant. The student will learn the various construction details of the equipment which is used in a steam power plant.

SPPE1004 Power Plant Chemistry I
This course is an introduction to basic chemistry required to obtain an understanding of the various fuels, their methods of combustion, along with the chemistry and theory of water treatment and control.

SPPE1005 Power Plant Operation – Phase I
This course constitutes o proctical laboratory that introduces the student to the basic operation of o steam power plant. The student will become familior with the safe operation of equipment and how it is interfaced to operate as an integral steam power plant.

SPPE1006 Power Plant Maintenance – Phase I
This course constitutes o proctical shop setting that teaches the student shop safety and the safe operation of shop tools in the maintenonce shop. Identification of shop tools, pipe, pipe fittings and repairs to varied high pressure valves.

SPPE1007 Power Plant Integrated Camputer Canral Systems I
This course teaches the basics of computer operation, the operation of the personol computer along with industrial application, resetting and loading operational programs, methods of operational scanning.

SPPE1008 Power Plant Operation – Phase II
This course constitutes a practical laboratary where the student will develop practical operational skills, operates and tests all safety devices, conducts water and combustian analysis along with computer supervisary Total Distribution Control.

SPPE1009 Power Plant Maintenance – Phase II
This course constitutes a practical shop setting where the student will learn maintenance skills in pump, steam trap, steam turbine repair and gasket installation and develop basic skills in welding and flame cutting.

SPPE1010 Power Plant Integrated Computer Canral Systems II
This course continues the development af skills required to understand and contral the operation af personal computers interfaced with industrial automated control systems in power plant operation. Alarm scanning, interface and data transmission. Use data from industrial control system in spreadsheet programs.

SPPE1011 Power Plant Electricity and Instrumentation I
Learn about the various flow, pressure and temperatures encountered in power plant operation and the instrumentation used to measure the various parameters. A broad introduction to electricity, study the safety aspects of electricity, generation of electricity, types of electrical wires, study series, parallel and combinotion circuits, carry out actual wiring and testing of electrical circuits, electrical wiring diagrams.

SPPE1014 Power Plant Applied Science I
This course lays the foundation in mathematical skills far the student to understand and to apply formulos, calculate area, volume, heat, temperature. Principles af thermodynamics, steam tables and the calculation of heat transfer.

SPPE2001 Power Plant Supervisian and Management
This course introduces the student to power plant management skills, power plant project installation charts, types af records, legal requirements. Provincial acts and regulations. Health and Safety Acts. Work orders, maintenance requests, preventative maintenance. Budgets development guidelines.

SPPE2002 Applied Science II
This course is designed to enable the student to understand algebraic expressions, force and motion, potential and kinetic energy, expansian and compressian of gases and solids. Techniques and instrumentation used to measure heat and heat used.

SPPE2003 Power Plant Heat, Refrigeration and Air Conditioning II
This course introduces the student to the theoretical operation of steam and hot water systems, air conditioning systems, classification of refrigeration systems. Safety regulations, auxiliary equipment and system maintenonce.

SPPE2004 Power Plant Boilers and Auxiliaries II
This course will concentrate on construction and operation of large power plant installtions. Classification of plants, component af large steam generators, pumps and piping systems. Chemical cleaning of boiler components.

SPPE2005 Power Plant in Plant Training
This course continues the development of skills introduced in the program to allow the student to participate in On Job Training. The student will spend two months in industry in o registered steam plant where the student will become part of the operationol and maintenance team.

SPPE2006 Power Plant Operation and Design Phase I
This course constitutes o proctical power plant laboratory. The student will be accountable for the safe operation of all power plant laboratory equipment. Plant inspection. Use calculation to determine safe working pressures, pipe calculations, steam and equipment efficiencies.

SPPE2007 Power Plant Applied Mechanics I
This course introduces the student to various internal combustion engines, construction af various engines, their operation, maintenance requirements including lubrication and fuels.

SPPE2007 Power Plant Mechanical Maintenance – Phase III
This course allows the student to use the acquired shop maintenance skills to be used in maintaining the power plant laboratary equipment. The student will take part in rebuilding or repairing a shop ar laboratary project. Use computer based software to select inventory items far repair projects.

SPPE2008 Power Plant Integrated Camputer Canral Systems III
Students will learn the technique of industrial computer operation by changing set-points, changing from remote to manual control. Carry out assignments and design models from the laboratory performance objectives using the interface system and application software.

SPPE2009 Power Plant Design Operation II
This course constitutes a practical laboratary where the student develops operatianal and management skills required to operate the power plant equipment for maximum efficiency. Performs calculations on water and fuel used. Test safety devices and supervises plant operatians.

SPPE2010 Power Plant Electric's and Instrumentation II
This course introduces the student to various types of flow measuring devices, such as pitot tube, velocity meters, single, two, and three element level measuring devices. Importance of temperature measurement and contral af superheater, reheater and desuperheaters. Operation of A.C., test electrical circuits and safety devices. Checks practical wiring circuits for electricol faults using meters and schematics.

SPPE2011 Power Plant Integrated Camputer Canral Systems IV
In this course the student will use the skills developed in steam plant operation to design operation log reports, inventory and cost contral, lag sheets and shift schedules. Process remodelling using computer simulation.

SPPE2014 Power Plant Chemistry II
In this course the student will calculate theoretical air supply for combustian used with different fuels. Control of combustian air supply and flue gas analysis. Types of water conditianing systems along with sampling and methods of water treatment.

SPPE4006 Power Plant Applied Mechanics II
This course will introduce the student to steam and gas turbine fundomentols olong with internol combustion engine operation and maintenonce. Turbine classification, turbine ports, principle af operation of turbines, internol combustion engines and auxiliories.

SPPE4010 Power Plant Communicatians
Students learn the techniques involved in writing approoches, sentence structure and style, effective writing, planning for report, report format and report writing, specification sheets, employment opplications, assessment reports and effective resumé writing.

SPPE4025 Power Plant Mechanical Maintenance – Phase IV
This course allows the student to further develop the acquired shop maintenance skills to take port in a major shop projects using computer based maintenonce management and maintenance inventory control methods.

SSCI1002 Canadian Studies
This interdisciplinary course facuses on how Canadian identity has been shaped by natural and human landscapes; by legislative bodies and laws; and by the histaries af aboriginal and immigrant peoples, contemporary communities, and current politics.

SSCI1004 Mass Media and Culture
The aim af this course is to provide the student with an opportunity to develop awareness of the various types of media and of the ways in which we affect the media and the media affect us as a society. We will look at how the communication process works on an individual and mass scale; as well, we discuss how the different types of media are composed and how they function.

SSCI2004 Social Sciences Project
In this double-credit course, students develop and work independently on a research project in Social Sciences under the supervisian of a faculty member. The results of the project are presented bath orally and in writing at the end of the semester.

STAT1001 Statistical Methods
Students will learn how to describe terms used in descriptive statistics, organize data, compute measures of central tendency, compute measures of variability, pool data from different samples, and compare data drawn from different populations.

STAT2001 Hospital Statistics
This course covers rates and proportions, data collection, statistics review and report writing.

STAT2002 Medical Statistics
The student will learn how to define and compute rates commonly used in vital statistics, analyse data from observational and analytic studies using X2-student; F-Test, Linear regression and ANOVA, prepare quarterly reports on utilization of hospital resources, and prepare critiques an statistical reports.

STAT2003 Statistics I
At the end of this course, the student will be able to identify same good uses and same abuses of statistics, read and present data in a variety of graphs and tables, select appropriate sampling techniques, calculate measures of central tendency and dispersion and solve problems using either normal ar binomiol probability models.

STAT2005 Statistics II
This is a continuation of MATH214 and covers statistical inferences and estimation, hypothesis testing, CHI-Square tests, linear regression and correlation, and time series. Successful completion of MATH214 and 215 is equivalent to MATH255 and will enable the student to proceed directly to MATH267, the B- grade requirement for CGA exemption still opplies.

STAT2006 Statistical Methods for Medical Science
This course covers probability distribution, sampling distribution, hypothesis testing, regression and correlation onolysis, onolysis of variance and covoriance and non-porometric methods.

STAT2007 Industrial Mathematics and Statistics I
This course builds on the mathematical principals covered during the first two semesters by the introduction of advanced theory and the use of problem solving on proctical applications. The course will include the following topics: Introduction to onolytical geometry; solving of 2 dimensional geometric figures; solving of 3 dimensional geometric figures; statistics.

STAT2008 Industrial Mathematics and Statistics II
This course builds on the mathematical principles covered during the third semester by the introduction of advanced theory and the use of problem solving of practical applications. The course will include the following topics: Introduction to differentiol calculus; Differentiation and Intergration; Introduction to differentiol Equations; Statistics.

SURV1001 Site Surveying I
Fundamentals of plane surveying with practical use and care of surveying equipment, types of surveys, horizontal and slope measurement, precision and corrections, differential levelling, angular measurement and basic principles of residential construction surveys.

SURV1002 Site Surveying II
Fundamentals of plane surveying and practical use of surveying equipment, distance measurement and corrections, profile and cross-section levelling, contours, gradients, quantity methods, angular measurement, fundamentals of municipal rood and sewer design construction surveys and site layout surveying.

SURV1003 Quantity Surveying I
This course is an introduction to quantity surveying. Students will develop the preliminary skills required to prepare a bill of quantities.

SURV1004 Surveying
This is an elementary course in surveying, including the fundamentals of plane surveying and the use and care of equipment.

SURV2001 Plane Surveying I
Basic surveying techniques applied to topographical surveys and highway construction surveying, geodetic surveying, trigonometry, levelling, loop levelling and adjustments, instrument testing, traversing and adjustments, latitudes and departures, triangulation, tachametry, route locations, and fundamentals of highway construction and layout surveying.

SURV2002 Plane Surveying IV
Advanced surveying techniques pertaining to control surveying and engineering construction surveying methods, electronic measurement, 2 peg and 3 wire levelling, land acquisition surveying, parallel and irregular offsetting of line, and rectangular co-ardinate grid systems.

SURV2003 Quantity Surveying and Estimating
Quantity surveying and estimating, the role of the quantity surveyor/estimator, tendering, methods of measurement, division 02, excavation, division 03, concrete, division 05, metals.

SURV2004 Quantity Surveying I/Civil
An introduction to quantity take-off, Canadian Institute of Quantity Surveyors format, blueprint reading, masterformat, divisions, outline specifications, simple sub-structure, and wood frame superstructure take-off, application of quantities to Lotus 1-2-3 or other electronic spreadsheet.

SURV2005 Quantity Surveying II
Quantities, soils, grading superstructures, masonry, and steel, advanced blueprint reading, bills of quantities and an introduction to pricing.

SURV3001 Quantity Surveying and Estimating I
Advanced quantity take-off with computer application, introduction to pricing unit costs, detailed estimating masterformat divisions, total building take-off (architectural), introduction to labour pricing, including productivity constants, first principles and estimate summary sheets, preparation of tender submission.

SURV3002 Quantity Surveying and Estimating II
Computer applications in quantity surveying.

SWRK1002 Group Dynamics
The importance and power of groups, communication and leadership styles, what constitutes a successful or non-successful group, trust building, phases of group development and constructive and non-constructive roles.

SWRK1004/2002 Field Work I & II
The first unit of 400 hours consists of active participation in community agencies providing direct client service. The students function first as observers, then as co-counsellors and finally with autonomy under direct supervision. In the second placement, 600 hours provide the student with opportunity to further develop skills and approximate greater autonomy in helping through counselling individuals, families and groups. Learning contracts focus expectations of college, agency and student and are the basis for evaluation.

SWRK1006/2004 Field Work Seminar I & II
The students meet weekly to discuss events in the field, the relationship to classroom work and problem solving. This course provides support for students with a focus on their field practice.

SWRK1008/2008 Group Process I & II
The emphasis of this course is the development of self-awareness, communication and interpersonal skills plus understanding group dynamics. In the second year, attention turns from facilitating skills as members to leadership skills.

SWRK2001 Group Processes II
develop an understanding of knowledge, skills, attitudes and the significant roles of group leaders/members at a theoretical and experiential level. Prerequisite: ACT109.

SWRK2011 Addictions Concentration
This course provides a historical review of people's use and abuse of chemicals, society's responses, social attitudes and relevant legislation. Dilemmas still present in the field are identified. A survey of current services concludes the course.

SWRK2013 Mental Health Concentration
A historical review of the concepts of mental illness and society's responses or lack of responses form the basis for this course. It clarifies some of the attitudes, fears and misconceptions about mental illness. Modern treatment, both clinical counselling and pharmaceutical management, is explored.

SWRK2016 Criminal Justice Concentration
Crime and punishment have been a part of society since the beginning of time. A historical review sets the background for exploring key issues, dilemmas, attitudes and responses facing workers in the criminal justice field. A survey of services, statistics and current philosophies with implications for counselling identify the competencies required in this field.

SWRK2019 Special Studies in Addiction
The Special Studies course offers appropriate strategies in case management of clients/patients with substance abuse problems. There is more detail about services and information to assist in prescriptively referring clients to the most appropriate service.

SWRK2022 Special Studies in Mental Health
The companion course when Mental Health is chosen as a major, examines in more detail many of the current drugs being used to ameliorate the physical and emotional aspects of mental illness. Case management is highlighted. The tension between hospital versus community-based treatment is explored.

SWRK2025 Special Studies in Criminal Justice
The different viewpoints of deviant behaviour set the background for an understanding of crime, the criminal and the services within the criminal justice system. The student is expected to be able to identify the major characteristics of the system and services. There will be a secondary emphasis on values, lifestyles and conflict.

TECH Technology and Education
This course introduces the students to technology and its role in western education. The course examines technological advances, post, present and future and their impact on the educational environment.

THEA1001 Acting I
The course covers: carefully graded improvisational exercises designed to liberate the student from self conscious fears and pretence; story telling; and basic introduction to text analysis.

THEA1002 Acting II
The course covers: beginning scene study; introduction to Shakespeare; neutral mask (releasing imaginative impulses, etc.); poetry; and vocal masque (exploring the individual entertainment potential of each student working independently under supervision to create o solo presentation).

THEA1003 Dance I
The course covers a practical study of the five basic elements of dance; co-ordination, motivation, animation, suspension and relaxation.

THEA1004 Movement I
The course covers the dynamics of physical co-ardination as related to the theatre; development of free, imaginative expressivity, stamina, and control; phrasing, dynamic, intent. The course is continued in THEA123, 223, and 243.

THEA1005 Vocal Music I
This course introduces basic music theary and sight reading and beginning choral singing. This course continues in THEA113.

THEA1006 Voice I
Students learn to free their natural, correct, individual vocal tone through correct breathing, placement, and use of resonators.

THEA1006 Group Improvisation
The course covers stimulation and response to impulse; awareness, sensitivity, trust; opening up and sharing of individual creativity, passing on the focus; ensemble.

THEA1007 Costume History
The course will provide a working knowledge and practical understanding of clothing and attire from primitive man ca. 4000 B.C. to the present.

THEA1008 Speech I
A detailed study of the shaping of individual speech saunds through the use of the International Phanetic Alphabet and the establishment of natural received North American speech free of defects and regionalism.

THEA1009 Vocal Music II
This course continues THEA106.

THEA1010 Dance II
The course covers a variety of styles and techniques related to the needs of the actar-dancer. Continued in THEA203.

THEA1011 Theatre History I
The course covers a study of the principal currents and eras in (mainly) Western theatre and drama, from ancient Athens to the present.

THEA1012 Stage Combat I
This course introduces basic principles of simulating stage violence. The course emphasises co-ordination, control and safety, hond-ta-hond combat and use of quarterstaff.

THEA1015 Contact Improvisation
The course covers combining skills developed in other classes in imaginative and daring woys; invention and responsive generosity in both physical and vocal interaction.

THEA1016 Voice II
This course develops flexibility, range, and power in the student's voice.

THEA1018 Speech II
This speech course begins dialectology.

THEA2001 TV and Film Technique
The course introduces the medium of screen performance (acting, announcing, interviewing, etc.) and covers the basic principles of television production. A tape is made of each student's achievement at the end of the course.

THEA2003 Radio Techniques
The course covers basic microphone technique and explores all areas of radio performance. A tape is made of each student's achievement at the end of the course.

THEA2006 Business of Acting
Instruction in career management such as techniques of soliciting work (resumés, photographs, letters, follow-ups, etc.); dealing with agents, managers and costing directars; professionol associations and unions; governments, taxes, mortgages, insurance, etc.; work etiquette and audition techniques.

THEA2007 Acting IV
The course will cover: period study (an intensive exploration into heightened characterization and style combining historical research into a chosen period); clowning; character mask (developing the imaginative capacity for transformation through use of half-masks); and vocal masque (see THEA101).

THEA2008 Dance IV
The course covers requirements of music theatre, tap and jozz.

THEA2009 Vocal Music III
This course continues THEA113, with emphasis on scene work in connection with THEA220.

THEA2010 Theatre History II
See THEA117

THEA2011 Stage Combat II
The course covers sword work of various types and fight choreography. The instructor is available for further coaching and choreography as needed throughout the later states of the program.

THEA2012 Make-up
The course introduces basic principles of stage make-up; materials, techniques; character analysis; design, bone structure, stage lighting; make-up for the media; application of latex, prosthetics, wigs, beads; stage gore; transsexual and trans-racial make-up.

THEA2013 Children's Ploy Performance
Student will participate in a fully produced play presented to children. This will be the student's first experience of performing to an audience other than faculty or colleagues within the school.

THEA2019 Vocal Music IV
This course covers solo coaching and choice of repertaire and emphasises work currently under study, as in THEA208.

THEA3001 Acting V
The course covers: Commedia dell'arte (an intense exploration to the techniques of the Italian improvisational comedy); and vocal masque (an extended solo exercise amounting to a one-man or one-woman show).

THEA3002 Showcase Performance I
The third year is largely a performance year given over to the preparation and presentation of fully staged Main Stage productions in different venues throughout the city.

THEA3004 Movement V
The course covers extending range through connection with inner rhythms, instincts and emotions. Continued in THEA323.

THEA3005 Dance V
This course covers rehearsal process and audition techniques.

THEA3006 Vocal Music V
The course consolidates basic singing techniques, extended range, and fundamentals of good musicianship.

THEA3010 Showcase Performance II
See THEA301. There will be at least six productions throughout the year, often in groups of three presented in repertoire.

THEA3011 Dance VI
This course covers rigorous drills to increase stamina and the capacity for endurance; development of physical co-ordination and naturalness.

THEA3012 Vocal Music VI
This course focuses on individual and group coaching with emphasis on material used in THEA301, 310, and on the preparation of auditions.

TRAN3001 Transportation Planning
A study of the various modes of transportation available within the urban complex, systems, modes, capacity and control are examined with experts in their field. Agencies studied include; Metro Toronto Department of Roads and Traffic, Ontario Ministry of Transportation, Toronto Transit Commission and Pearson International Airport.

TYPO1005 Lettering and Typography II
See TYPO1003

TYPO1003 Lettering and Typography I
This course teaches the skills of lettering and typography simultaneously. Through lectures, demonstrations, readings and projects, it provides an intense introduction to lettering and typographical skills, with emphasis placed on those skills used in the fields of graphic design and advertising.

TYPO5001 Lettering and Typography
History of lettering, current usage, terminology and current type faces will be studied. Practical application in pencil, pen and ink, felt tip marker ond instant lettering will be rendered.

WELD5001 Welding
This course will introduce the student to the basics of oxy-acetylene welding. The theory portion will deal with the following topics: safety precautions; handling and using oxy-acetylene equipment; welding terminalogy; pressure; flame adjustments; and basic welding joints. Laboratory work will include completion of projects using the various types of welded joints, i.e., lap, butt, and corner.

WELD5002 Metal Cutting and Welding – Gas
Development of working knowledge of oxy-acetylene equipment and techniques.

WELD5009 Metal Cutting and Welding – Arc
Development of working knowledge af standard electric arc welding equipment and techniques.

WELD5012 Oxy-acetylene Welding/Brazing/Cutting
This is a practical hands-on course covering fusion and braze welding, using the oxy-acetylene flame. Steel and other types of metals are welded in all positions and all types of weld joints are used. Pipe and tubing are fusion or braze welded. Different cutting tip ond tarches are used to cut and fit weld joints. Welding of cast iron, resurfacing and pressure welding on small diameter pipe is practised.

WELD5013 Shielded Metal Arc Welding
Flat, horizontol, vertical and overhead fillet welds, groove welds in all positions, vertical down, welding of light gauge, carbon arc welding and carbon arc gouging, different types of electrodes and power sources, open root welding using cellulose and low hydrogen electrodes, practice for MCCR and CWB qualification, testing of weld coupons and preparation of welding test caupons.

WELD5014 Welding Fabrication
Safety (general shop safety precautions; safety in handling materials and shop tools and the use of fabrication machinery) and interpretation of shop drawings, shop calculations (fractians, decimals, etc.), measurements, calculations of circumference, mean diameters, bending allawance, basic weld symbols as applied to various shop drawings, use of hand tools, operation of fabrication machinery, preparation of plate, structural shapes of steel and fabrication of various projects to shop drawings and specifications.

WELD5015 Gas Tungsten Arc Welding
Welding of aluminum, stainless and hard-to-weld metals with the TIG welding process. Butt, lap, tee and corner joints in all positions are welded. Manual and remote controls are used. The use of different types of tungsten and their preparation is taught.

WELD5016 Gas Metal Arc Welding
Practical exercises using solid and flux core wire include welding of mild steel in all positions. All types of weld joints are used; light gauge is welded in flat, horizontal and vertical position; open root on 3/8" plate is welded. Setting up equipment and trouble shooting of equipment are practised.

WELD5018 Welding Theary
Oxy-fuel welding, brazing and cutting, shielded metal arc welding, gas tungsten and gas metal arc welding, the making and storage of weld gases, safety, power sources, types of welding current, plasma arc, pulse arc, electrode classifications; welding codes, testing of operators and welds, the making of steel and other types of metals and their weldability, and metallurgy.

WOMN1007 Intro to Feminism
The way in which the oppression of women is structurally maintained, the companents of feminist theary, how feminists view the institutionalized oppression of women within a context of anti-oppression work.

WOMN1014 Field Work Seminor I
Meet weekly with other students and a faculty member in a small group, for discussian, problem solving and mutual suppart with regards ta field placement.

WOMN1023 Introduction to Feminist Counselling
The history, theary and value systems of feminist counselling and the sources of women's emotional distress and the meaning of women's symptoms. Students explore their own values and biases and how these may interfere with their work as feminist counsellors.

WOMN1026/2001 Group Process I/II
Gain awareness of their own interpersonal style in a group context. Develop group communication skills and use time for reflection and support for students' experiences.

WOMN2012 Group Process
Learn to understand graup dynamics and develap the skills of effective graup leadership.

WOMN2017 Field Work Seminor II
A continuation of WOMN1014

WOMN2022 Field Work Seminor III
A continuation of WOMN2017

ADMISSION PROCEDURES

What are the admission requirements for George Brown College?

Some programs require basic level credits or a minimum of Grade 10, while others require an Ontario Secondary School Diploma (OSSD) or equivalent. (If you do not have an OSSD, see the Mature Students section on page 203.) Other programs ask for very specific skills, work background or life experiences. For our post-diploma programs, you need a college diploma or university degree. Read carefully the prerequisites, background and recommended courses listed under each program.

The minimum requirement for two-year and three-year diploma programs is an OSSD with credits at or above the general level. Many programs also require standing in particular subject areas or achievement of specific skills. The minimum requirement for our certificate programs (usually one year or less in length) is:

- Ontario Grade 10 or
- North American equivalent or
- Ontario Basic Training for Skills Development Level III or
- Academic Upgrading III or
- Ontario Certificate of Education.

A student applying to any George Brown program or course who is under the age of 19 years at the start of the program or course must possess an OSSD or equivalent.

What if I don't have the admission requirements for the program I want to take?

You may be able to apply as a mature student. (See page 203.) You may also be asked to come to the college to take an admissions test and/or attend an interview. (See the Admissions Testing section on page 202.) If you need further preparation to meet the admission requirements for any program, call the college's Academic Skills Development Department at (416) 956-7330. You may also see a counsellor. (See pages 8 and 9.)

Where do I send my application?

See the How to Apply section on page 6.

Can I get advanced standing or exemptions?

If you have credits from another college, university or post-secondary institution and you wish to be considered for advanced standing (credit for an entire full-time semester or more), please check off the box marked "college/university transfer" under the heading Additional Academic Information in section A of the OCAS application form. You should also indicate the semester or level you are applying to enter when you complete Section B of the application form.

If you wish to apply for individual course exemptions based on your previous studies, consult the chairperson of your program during your first week of classes.

Can I get credit for my learning outside the classroom?

The college recognizes that adults acquire knowledge and skills from a variety of experiences in their personal and work lives that are equal to the traditional college-level learning delivered in the classroom. The college is pleased to assist the adult learners in the process of translating their experiential learning into college credits by offering a Prior Learning Assessment (PLA) program. The PLA co-ordinator is available to meet with candidates on an individual basis to review their educational goals and to outline the various steps and options in the PLA process. For further information, please contact the PLA co-ordinator at (416) 956-7381 or see page 205.

How are applicants chosen?

Colleges of applied arts and technology do not admit students solely on the basis of grades, nor do they give preference to students who have completed studies beyond Grade 12 over those who apply with the minimum criteria.

For some programs, far more people apply than there are seats available. George Brown College wants to be sure that the people who get into a program have a good chance of succeeding. That's why you may be asked to come to an interview, take various tests, answer questions or demonstrate your skills. (See the Admissions Testing section on page 202.) Grades in prerequisite subjects may also form part of this evaluation.

Selection procedures may be changed at any time to meet the needs of the college and the applicants. Applicants will receive information about the selection process after their applications have been acknowledged.

Can I apply for financial assistance?

Applicants to full-time programs who are Canadian citizens or permanent residents may be eligible for financial assistance through the Ontario Student Assistance Program (OSAP). New OSAP forms are usually available each spring around March or April. You can get one from your high school or by calling (416) 867-2464 or toll-free 1-800-263-8995.

OSAP information workshops are given during the summer (from May to August) by staff in the Financial Assistance Office at George Brown College. Staff members will answer questions and help students in completing the OSAP form. To attend a summer OSAP workshop, call the Financial Assistance Office at (416) 867-2476.

There are no entrance scholarships for George Brown College. Each department may have prizes, bursaries and awards that are available to students who show exceptional ability. These are usually awarded to students who are near the end of the program. Student Award Handbooks are available in the Financial Assistance Office or the Counselling Office

Work-study is another option for students. You can earn money by working at jobs on campus. Call the Financial Assistance Office at (416) 867-2476 for details.

Students who study on a part-time basis may qualify for the Ontario Special Bursary Program. OSAP Bursaries for child care or students with disabilities may also be available. Call the Financial Assistance Office at (416) 867-2476.

INTERNATIONAL STUDENTS

Attending college is a big step for students and deciding to go to school in a different country is an even bigger one. We will assist you in making this decision and ensure your stay in Toronto and at George Brown College is rewarding.

BEFORE YOU APPLY

George Brown offers more than 140 full-time programs, all listed in this book. Find the one you are interested in. If you need more information, call the phone number listed on that program page.

For general information and to receive an international student application, write, call or fax the Enquiry Centre (see below). If you have specific questions about prerequisites or testing, call the International Centre.

For information on fees, see the International Student section on page 7 in this calendar.

WHEN YOU APPLY

You will need an academic standing equivalent to the Ontario academic prerequisites. Specific prerequisites for students from your country are available from the Enquiry Centre.

Admission criteria:

You will need to demonstrate proficiency in both spoken and written English (if you come from a country where the first language or language of instruction is not English) through a test score of 550 on the TOEFL (Test of English as a Foreign Language). The college will also consider scores that range from 525 to 549 depending upon the subscores, student transcript and the type of program chosen.

If you do not have a 550 TOEFL score, you may also apply for the college's program in English as a Second Language (ESL) for International students (see pages 12 amd 13 for further program details). If you have the academic requirements for a college program, you may be given conditional acceptance to that program pending successful completion of the ESL program.

If you are currently living in Toronto, you may complete English testing at the George Brown College Test Centre. See page 202 for more information, or call (416) 944-4565.

You may also need to fulfill other admission criteria for certain programs such as samples of your previous work if you are applying to any creative arts programs. If you are living outside of Canada, a telephone interview may be arranged.

Offers of acceptance are sent out at various times depending on the start date of the program. The International Centre will follow your application through the system to ensure you receive a timely reply.

Once you have been accepted by the college, you will need to apply for a student authorization from the nearest Canadian government office. You will be required to present your student authorization when you register at the college.

If requested, we will arrange for homestay with a Canadian family ($100 set-up fee) and/or airport pick-up ($100 fee).

WHILE YOU ARE AT GEORGE BROWN COLLEGE

Every September, we offer an International Student Orientation Day, which will give you all the information you need to feel comfortable in your new home, including how to get around Toronto. This day will also introduce you to the regular services you will have access to, including athletics, the Student Association (SA), housing assistance, student life, counselling, peer tutoring and the campus resource centres. These services are further described on pages 8 and 9 of this calendar. If you are an ESL student, orientation takes place on the first day of classes.

If you need to extend your student authorization during the year, the International Centre will prepare a letter for Canada Immigration confirming your registration at the college.

Academic advice is available throughout your studies from the Language Training Department if you are studying ESL, or the program coordinators for full-time post-secondary programs.

In addition, you may want to participate in the International Student Network which is a part of the Student Association.

AFTER YOU GRADUATE

If you decide to extend your student authorization to include a one-year work experience, George Brown's Student Career Services can help you locate employment in Toronto.

After you return home, the Alumni Association can help you set up or get involved with a local alumni chapter. Future alumni newsletters will help you stay in touch with news about classmates, reunions, special events and new developments at the college.

Enquiry Centre
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario M5T 2T9
TEL: (416) 867-2464
FAX: (416) 867-2303

The International Centre
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario M5T 2T9
TEL: (416) 867-2115
FAX: (416) 867-2120
INTERNET: *intlcen@gbrownc.on.ca*

ADMISSIONS TESTING

What is the purpose of testing?

We want you to succeed at George Brown College. By testing you, the college will be able to determine whether you have the skills and aptitude to successfully complete the program of your choice. You may be tested on your math and English skills, and you may have to answer some science questions, depending on the program you wish to take.

Who is tested?

If you apply as a mature student (see page 203) or if you apply to one of the more popular programs at the college (called "oversubscribed" programs), you will be asked to come in for testing. International students may also be asked to take admissions tests. The Admissions Centre will mail you a notice of the place, date and time of your test at the college's Test Centre. Your test results will determine your eligibility.

What if I don't know if my skills will meet the program requirements?

If you're not sure if you have the program requirements, you do not have to wait until you have applied to find out if you need testing. If you want to get into a program in September, you can start planning for it as early as the previous fall – October or November. You can call the department of the program you have applied to and ask them to make an appointment for you to be tested at the Test Centre at George Brown College. You can also call the Test Centre yourself to book an appointment at (416) 944-4565, but if you have not applied to a program, it will cost you $50. When you apply to the college, attach a note to your application stating when you were tested or attach your test results to your application. Results of your test are kept on file at the Test Centre for one year. If you are tested early and you do not meet the minimum requirements for a program, you may have time to upgrade your skills and to be tested again before the program is filled.

What if my transcripts are from a foreign country?

Apply to the college and include academic documents from your country. All academic documents that are not in English must include a certified translation from the host school, college or university. These documents will be assessed by the Registrar's Office. If your documents are from a foreign country, we will test you in English or request that you take a Test of English as a Foreign Language (TOEFL). If you are missing any subjects, the Registrar's Office will make an appointment for you to be tested at the Test Centre.

Where is the Test Centre?

It is on the first floor of 146 Kendal Avenue, Casa Loma Campus, George Brown College.

How long is the test?

The normal testing procedure runs from 8:30 a.m. to noon or from 3:30 to 7 p.m. Some people may finish the test sooner than others, depending on their level of ability and the number of tests they must write.

How am I informed about my testing date?

When the college receives your application, the Registrar's Office will send you a letter giving you a date and time when you are scheduled for testing, usually within the following ten days.

What if I can't write the test at that time?

If you are unable to attend the testing session scheduled for you, call the person in the Registrar's Office who signed your letter and rebook your testing date.

Must I bring anything with me to the Test Centre?

You will be asked to bring your Social Insurance Number and proof of identification. **Photo I.D. is required.** If you have paid in advance, you must bring your receipt or test appointment sheet with you. Bring any forms or letters that you have. You may not bring a calculator, dictionary or any other aids with you when you write the test.

Do I have to pay to take the test?

There is a $25 fee for admissions testing. If you have not applied to a specific program at George Brown, you must pay $50 to write a test. The fee for Dental Hygiene tests is $40.

Who do I call to find out my test results?

Do not call the Test Centre. Test results will be mailed out from the Admissions Centre. If you do not hear, call the department or the party who requested the tests for you. Your test results are confidential and will not be given out without your consent.

What can I do to prepare for the test?

If you plan to go for testing, ask for a Test Information Booklet to be sent to you. To get a booklet, call (416) 944-4565. This booklet contains important information and sample test items. Also, anyone who is booked for a test can attend a Test Orientation held (every Friday from September to the end of June) at the Test Centre. You must call ahead to (416) 944-4565 to attend this workshop. At the workshop, you will get to see sample questions, discuss the purpose of testing and ask questions. We encourage you to attend this workshop to learn more about the testing process. If you are applying as a mature student, you can take a new preparation course. (See the Mature Students section on page 203.)

What if my test results are not high enough for me to get into a program?

Requirements vary from program to program. Your test results are forwarded to the department where you are applying. If you have applied for a post-secondary program starting in September, a letter will be sent out after May 15 to tell you if you have been accepted. If you did not meet the minimum requirements for the program you chose, we will tell you about a number of options you have to improve your skills.

For more information on admissions testing, call the Test Centre at (416) 944-4565.

MATURE STUDENTS

What is a mature student?

A mature student is a person who is 19 years of age or older on the start date of the program and who does not have an Ontario Secondary School Diploma (OSSD). If you meet these qualifications, check off "mature student" on your college application form. Some programs ask that you have specific subjects (e.g., Grade 12 chemistry) as well as your OSSD. If you have your diploma but are still lacking some prerequisites listed for the program you want to take, the college may ask you to come in for testing. See the Admissions Testing section on page 202. If you are an international student, you cannot apply as a mature student. Instead, see the International Students section on page 201 and the Admissions Testing section on page 202.

If I apply as a mature student, am I exempt from all program prerequisites?

No. Those who apply as mature students must still take admissions tests and/or attend an interview to determine whether they are eligible.

If I apply as a mature student, when should I apply?

For post-secondary diploma and certificate programs starting in the fall, apply as soon as possible after **JANUARY 1** to allow time for admissions testing. For other programs, call the number listed with the program you want to take.

What tests will I be asked to take?

As a mature applicant, you will be tested on basic academic skills in English and math. You may also be asked to write special tests depending on your program. Mature applicants will be admitted to college if their test results are satisfactory and if they are equipped to succeed. (For more information on testing, see the Admissions Testing section on page 202.)

PREPARATION COURSE FOR MATURE STUDENTS

A preparation course has been designed for people who have applied or are planning to apply to George Brown College as mature students. The Testing for Mature Students course is offered by the Academic Skills Department and runs one evening a week for10 weeks. The course gives you a chance to review your academic skills in English and math in preparation for the mature student admissions test. For more details on Admissions Testing, see page 202.

For more information on this course, check the Continuing Education Calendar or call the Academic Skills Development Department at (416) 956-7330.

DEAF EDUCATION CENTRE

Many consider George Brown College the leader in post-secondary education for deaf and hard-of-hearing students in Canada. About 25 per cent of all deaf and hard-of-hearing Canadian post-secondary students, mostly from Ontario, attend George Brown.

Deaf and hard-of-hearing students have equal opportunity for access to our full-time certificate and diploma programs. Deaf and hard-of-hearing students can ask for and receive educational support services to help them succeed in their studies at college. These services are free of charge.

If you are a deaf or hard-of-hearing student applying to George Brown College:

1. When you apply to George Brown, send a copy of your application form to: Deaf Education Centre, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9.
2. One week after you have applied to George Brown, contact the chairperson of the program you have chosen. Call, through the Bell Relay Service, the George Brown College switchboard at (416) 867-2000 or 1-800-265-2002 (voice) and ask the operator for the chairperson of your program choice. Check with the chairperson about the requirements for the program. Ask the following questions:
   - Do I need an interview with the chairperson?
   - Do I need to take an admissions test?
   - What other requirements are there?
3. If you require an interview or a test with the department, and you need an interpreter, call (416) 956-7370 (voice) or (416) 956-7313 (TTY) one week in advance.

   If the interview or test is cancelled for any reason, please inform the office.
4. When you are accepted by George Brown College, contact the Deaf Education Centre at (416) 956-7370 (voice) or (416) 956-7313 (TTY).

VISITING THE COLLEGE

Deaf and hard-of-hearing students and/or their parents may come to the college for a personal interview or group tour. An appointment should be arranged in advance by calling (416) 956-7370 (voice) or (416) 956-7313 (TTY).

PROGRAMS AND SERVICES

To find out about programs such as Academic Upgrading for Deaf and Hard-of-Hearing Adults, look in the section of this calendar called Access and Preparatory Studies.

SUPPORT SERVICES

Services for deaf and hard-of-hearing students include interpreting, notetaking, pre-teaching, academic advising and technical devices.

For information, call (416) 956-7370 (voice) or (416) 956-7313 (TTY).

GENERAL INFORMATION

ARTICULATION AGREEMENTS WITH SECONDARY SCHOOLS

Articulation is the process of linking secondary schools to colleges to help students make a smooth transition to college – without experiencing delay or duplication of learning. George Brown College has signed articulation agreements with the Toronto Board of Education, Metropolitan Separate School Board and York Board of Education. Students who have graduated from schools in these boards may be able to obtain exemptions for a number of courses once they are accepted into a program at George Brown. For more information, see your guidance counsellor or call the articulation co-ordinator at your local school board.

DECISIONS ON ADMISSION

The college Registrar's Office is empowered to accept, defer or reject any candidate's application for admission to any program. The Registrar reserves the right to test any applicant or to require validation or re-submission of official documents in the event of any uncertainty about academic credentials or capabilities.

PRIORITY OF ADMISSIONS

Provincial government regulations require that applicants be admitted in the following order of preference:

(1) Permanent residents of Ontario;

(2) Permanent residents of other Canadian provinces and territories; and

(3) Students from other countries.

FEE REFUNDS

- For the purposes of calculating tuition fee refunds, the effective date shall normally be the date the student submits a written request to withdraw to the Campus Registration Centre or the Office of the Registrar.
- Canadian citizens and permanent residents who officially withdraw within 10 class days from the beginning of a semester are entitled to receive a refund calculated as follows:
  - full tuition fees for that semester less a $100 administrative service charge; and
  - all fees paid in advance for subsequent semesters.
- International students who officially withdraw within 10 class days from the beginning of a semester are entitled to receive a refund calculated as follows:
  - full tuition fees for that semester less a $500 administrative service fee; and
  - fees paid in advance for subsequent semesters.
- All students may obtain a refund over a period of five class days after the initial 10-day refund period if they are required to withdraw from the college as a result of a promotion meeting or at the request of their department or the registrar.
- The fixed fee is refundable only within the refund period of the first semester in which a student registers for each academic year. The fixed fee is defined as the Student Activity fee and the transcript and graduation fee.
- Refunds will be paid by cheque or credited to the charge card accounts to the registered students, the agency or the company paying the student's fees, but not to any other individual.
- Students who receive a bursary from OSAP for either child care or disability-related expenses will have their refund fees paid to the Treasurer of Ontario.
- Materials fees may not be refunded. To inquire, call the department of the program in which you were enrolled.

FULL-TIME/PART-TIME PROGRAMS

Some full-time programs are also offered on a part-time basis. If you are interested in part-time studies, contact the chairperson of the program for more information. To find out about our part-time, evening and weekend courses, get a copy of our Continuing Education calendar. Call (416) 867-2464 or toll-free 1-800-263-8995.

A full-time student is one who is enrolled in 70 per cent of the total hours or two-thirds of the courses required for his/her program.

If full-time students are granted course exemptions, they may, with the permission of their program chairperson, substitute another course at no extra charge beyond the full-time fee, provided the extra course is taken in the same term as the exemption.

Full-time students with a full program load who wish to enrol in additional part-time courses must pay the required fee for each additional course.

PROGRAM CANCELLATION POLICY

Prior to a decision to suspend or phase out a program, the college will provide the students enrolled in the program with the opportunity to complete the program within the normal time period (i.e. the Ministry-approved program duration).

As a general principle, the college will provide the students with the opportunity to complete the program at the college in which they are enrolled. However, there may be special circumstances where it is not possible for the college to do so or where a transfer of the students to another college would be more practical for both the students and the college.

Under such circumstances, the college has the responsibility to assist the students to become enrolled in the same program offered by another college located within a reasonable distance from the college.

CLASS TIMETABLES

Class timetables produced by the college are statements of intent on the part of the college that will be followed as closely as circumstances permit.

However, the college reserves the right to change class timetables without notice due to unforeseen circumstances or circumstances beyond the college's control. Class timetables will be distributed to the students in accordance with the specific divisional policy. Students can expect to be scheduled for class anytime between 8 a.m. and 6 p.m.

CHANGES TO PUBLISHED INFORMATION

The program descriptions in this calendar are statements of intent on the part of the college that will be carried out as closely as circumstances permit. Policies and procedures were those in effect at the time of publication.

However, the college reserves the right to change, without notice, any published information that may subsequently require correction or amendment due to circumstances beyond its control.

The college also reserves the right to change or cancel a program or course when enrolment is insufficient or employment opportunities for graduates appear inadequate, and to withdraw offers of acceptance or refund any fees paid for such programs or courses. The college will not be held liable in any material way for difficulties created by any required changes in curricula.

In order to provide smooth and efficient services for students, we are currently upgrading our central computer systems. This will result in some changes to our published admissions policies and procedures. We kindly ask for your patience and understanding while this is taking place.

CAREER DEVELOPMENT CENTRE

CAREER DEVELOPMENT CENTRE

Are you thinking about changing your career?

George Brown College offers a comprehensive career planning service to help you make the right career decision.

The Career Development Centre offers the following services:

IN-DEPTH TESTING AND CAREER EXPLORATION PACKAGE

The package is available for individuals – with personal evaluation, interpretation and counselling – or you may choose to be part of a group. Included are assessments and interpretation, "Choices" and "Discover" career research and career goal development.

À LA CARTE SERVICES

Each of these services may be purchased separately. They are available for individuals or you may choose to be part of a group.

- Personality assessment (Myers-Briggs)
- Interest inventory (Strong)
- Aptitude battery (CAPS)
- Skills identification
- "Choices" and "Discover" career research
- Career goal development
- Job search training

CORPORATE WORKSHOPS

These can be developed to meet the needs of organizations in the area of:

- "true colors"
- team building
- manager as career coach
- stress management
- implementing career development strategies
- assertiveness training

THE COLLEGE ENVIRONMENT

As part of its commitment to provide students with an equitable, fair and safe educational environment, George Brown College has established a number of related policies and procedures. Copies can be made available upon request, including the College policies on the Prevention of Discrimination and Harassment, Emergencies and Student Discipline in Non-Academic Matters, and the Codes of Conduct for Students, Faculty, Support Staff and Managers.

PRIOR LEARNING ASSESSMENT (PLA)

WHAT IS PRIOR LEARNING ASSESSMENT?

Prior Learning Assessment is a province-wide initiative that enables students to receive college credits for knowledge and skills gained through work experience, community work, non-credit courses or other studies.

To be eligible for PLA, you must be at least 19 years old or have an Ontario Secondary School Diploma. When you have successfully "challenged" a course, the credit you gain will become part of your academic record.

PLA information sessions are held periodically. Please contact the PLA coordinator at (416) 956-7381 for dates and locations.

HOW MANY COURSES CAN I GET CREDITS FOR THROUGH PLA?

You can attain a maximum of 75 per cent of program credits through the PLA process, with the remaining 25 per cent to be completed in class. Prior learning assessment is available for many courses currently listed in this calendar.

WHAT IS THE PLA PROCESS?

There are two primary methods of prior learning assessment:

1. **Challenge Process Evaluation**
   If you want to be credited for only one or two courses, you may want to choose challenge process evaluation. This method of assessment measures your knowledge of a certain subject area against specific course statements of expected learning. You will be granted a credit based on one or more of the following testing methods: written or oral exams, interviews, case studies or skills tests.

   You must complete a separate challenge process evaluation for each course.

2. **Portfolio Assessment**
   You should investigate portfolio assessment if you would like to receive credits for several courses. A portfolio is an organized dossier or collection of material that identifies your achievements and clearly exhibits your skills acquired through work experiences or previous education. When your portfolio is developed, faculty assessors will determine how your prior learning translates to college credits.

   A part-time course is available to assist you in developing a portfolio for evaluation. You will also gain a general education credit (which can be applied to your full-time program) upon successful completion of the course. Please check the continuing education calendar for more details and information on fees, or call (416) 956-7381.

HOW MUCH DOES PLA COST?

You must pay a non-refundable fee of $60 for each course you challenge through PLA.

For more information about PLA, call (416) 956-7381.

STUDENT RECORDS

Your academic record at George Brown College is permanent and will serve you for years to come as you continue your academic and employment ventures. It is therefore in every student's best interest to maintain an accurate student record with the college by following the established college practices.

The registrar is responsible for the recording of student grades and academic standing submitted by the academic departments, the computation of grade points and grade point averages, the production of transcripts and the granting of diplomas and certificates.

HOLDS ON STUDENT RECORDS

Student records may be held from release by the college for the non-payment of fees, failure to return college property or any other outstanding issue not settled with the college. Student records includes transcripts, grade reports, certificates or diplomas, tax forms, letters of attendance and other college-supplied documents.

TRANSCRIPT ENTRIES

Official Withdrawal

Students wishing to withdraw from the college must do so by filling out an official withdrawal form, available at any of the campus registration centres. The transcript entry will reflect the date the withdrawal form was submitted to the college by the student and the student's academic status will show as "WITHDRAWN". The calculation of any possible refund is based on the date the withdrawal form was submitted to of the registration centre.

Non-Attendance

Students who stop attending classes and do not officially withdraw will be reported as non-attenders by the academic departments. These students will receive grades of "F" on each course and will show an academic status of "FAILED" on their transcript. The deadlines for withdrawing from programs without academic penalty are published in the post-secondary/continuing education academic calendar of important dates listed in your student handbook. For more information, refer to the handbook or call the Registrar's Office at (416) 944-4500.

Program Transfers and Registrations

Program transfers and registrations will be shown chronologically on the transcript record. No modifications can be made to the chronological history of a student's attendance at the college. In addition, transcripts may not "selectively" report only part of your academic history with the college.

Course Grades and Grading System

Course grades are recorded using letter values. The values of "A" to "D" are considered passing grades. Failures are denoted by the letter value "F".

If a course is failed, it must be redeemed by repeating the course, taking supplemental exams, requesting an appeal or by conversion to a symbolic grade. At first, the failed course is included in the grade point average calculations. If the course is repeated, the original failed grade will remain on the transcript, but it will not be used in the grade point average calculations. The new grade will be recorded and included in the grade point average. A course may be repeated a maximum of three times.

PERCENTAGE MARK*	LETTER GRADE*	GRADE POINTS*
95-100	A	4.0
90-94	A-	3.7
85-89	B+	3.3
80-84	B	3.0
75-79	B-	2.7
70-74	C+	2.3
65-69	C	2.0
60-64	C-	1.7
55-59	D+	1.3
50-54	D	1.0
0-49	F	0.0

*The college's grading scale is currently under review.

Honours Designation

A student will receive an honours designation by semester if the semester grade point average is 3.5 or higher.

In Good Standing

A student is considered "in good standing" if all courses are passed and the semester grade point average is 1.5 or higher.

On Condition

A student is considered "on condition" if one or more courses are failed or if the student has a semester grade point average of 1.5 or less.

Graduation Requirements

A cumulative grade point average of 1.7 is required for graduation. Students with a cumulative grade point average of 3.5 or higher will be awarded graduation with honours. Students must not have any unredeemed failures, withdrawals or other "not passed" designations on their record. A student owing fees or other debt to the college is not eligible to graduate and no transcript will be issued.

Access to Student Records

Students' academic records are the property of the college. The college is bound by the legislation of the Freedom of Information and Protection of Privacy Act (1987). Students may have access to view or copy their own records in the college. Academic records are considered confidential, and access to them is only granted with written permission by the student or at the request of the student. Formalized request forms for access to student records (including transcripts and grade reports) are considered a safeguard for both the student and any internal or external communicators with the college.

Student Appeals and Responsibilities

Complete policies on student appeal of grades are available from any academic department. Every student should make the effort to ensure that his or her student record file is up-to-date and accurate. Practices requiring the completion of special forms (such as withdrawal or transfer forms) or that require action by certain dates are especially crucial to ensure an accurate student academic record.

More than 4,000 new students begin classes at George Brown College each year.

You can too!

College Information Workshops

Making the decision to come to college isn't easy. As a mature student you will have some specific questions you want answered. This **FREE**, 2-hour workshop allows you to ask those questions and get the answers you need.

A college representative will provide information on:

- **Financial assistance**
- **Admission requirements**
- **Tuition fees and costs**
- **Career opportunities**

Workshop Dates:

Wednesday, September 20, 1995
Wednesday, October 18, 1995
Wednesday, November 15, 1995
Wednesday, December 13, 1995
Wednesday, January 17, 1996
Wednesday, February 21, 1996
Wednesday, March 20, 1996
Wednesday, April 17, 1996
Wednesday, May 15, 1996
Wednesday, June 19, 1996
Wednesday, July 17, 1996
Wednesday, August 21, 1996

Time: 6:00 p.m.

Place:
St. James Campus, 200 King St. E.
Room to be posted.
(Between Jarvis and Sherbourne Streets; five minutes from the King subway station)

Registration required, please call: (416)867-2062

Most people will have more than six careers in their lifetime.

Are you ready?

Career Planning Workshops

If you're uncertain about your career plans, then you should attend our introductory workshop on career planning.

Our career counsellors will introduce you to some of the tools of career planning and will help you begin to assess your skills, interests and values.

This workshop can help you start planning for a new career or begin moving towards a career change.

Leaders:
Bruce Schumacher,
Career Development Department
Lisa Trudel,
Student Career Services

Workshop Dates:

Monday, September 18, 1995
Monday, October 16, 1995
Monday, November 13, 1995
Monday, December 11, 1995
Monday, January 15, 1996
Monday, February 19, 1996
Monday, March 18, 1996
Monday, April 15, 1996
Monday, May 13, 1996
Monday, June 17, 1996
Monday, August 19, 1996

Time: 6:00 pm

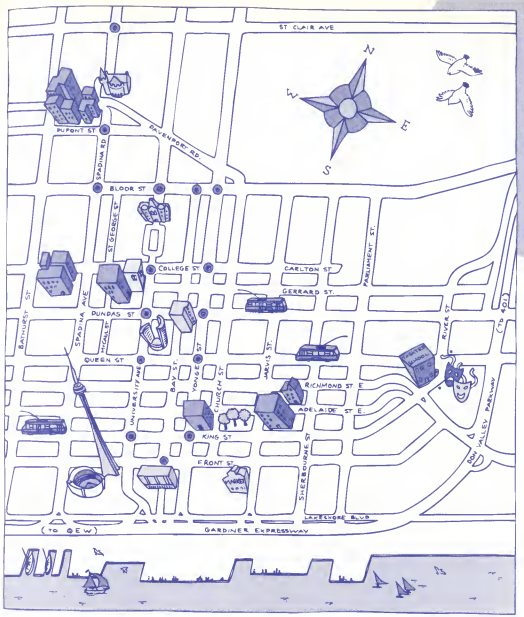
Place:
St. James Campus, 200 King St. E.
Room to be posted.
(Between Jarvis and Sherbourne Streets; five minutes from the King subway station)

Cost: $10, payable at the door (cash only)

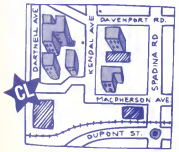
Registration required, please call: (416)867-2062

MAP

CAMPUSES

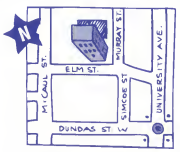


= SUBWAY STOPS = STREETCAR / BUS STOPS = PUBLIC PARKING LOTS



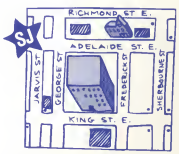
CASA LOMA CAMPUS
Main Building –
160 Kendall Avenue

Exit at Dupont subway station and walk north on Spadina Road to MacPherson Avenue



NIGHTINGALE CAMPUS
Located at 2 Murray Street

Exit at St. Patrick subway station



ST. JAMES CAMPUS
Main Building –
200 King Street East

Haspitality Building –
300 Adelaide Street East

Exit King subway station, take King streetcar to Jarvis Street

This text is printed on recycled paper.

Our grads speak out.

"I use the skills I learned at George Brown all the time, but if there's one important lesson I've learned, it's that you have to work hard and enjoy what you're doing."

"George Brown was really demanding. My teachers pushed me to develop my skills and talents. Now I push myself the same way. I think the feeling of success comes from investing part of yourself in something — and seeing it work."

"You can study anywhere, but at George Brown, it's the teachers that really make the difference. They're approachable, well-informed and up-to-date. I'm still in contact with many of them."

"Going to school in downtown Toronto was a great opportunity to learn and work in the most dynamic and thriving community in Canada. George Brown gave me the foundation I needed to get my foot in the door."

"I wanted to study at George Brown because I'd heard a lot of good things about it. And it turned out to be the right decision. When I look ahead I see limitless opportunities."

"THANKS FOR EVERYTHING."

"After I graduated from the program, the college helped me find a job in my field. One of the great things about teachers at George Brown — they are really active in the industry, so they know what's happening out there."

Questions? If you have any questions about George Brown College programs or services, call the Enquiry Centre: 416-867-2464 or call toll-free 1-800-263-8995. Monday to Thursday: 8:30 a.m.–6:30 p.m. Friday: 8:30 a.m.–4:30 p.m.

GEORGE BROWN
Learning for life.

George Brown College
P.O. Box 1015, Station B
Toronto, Ontario, Canada
M5T 2T9